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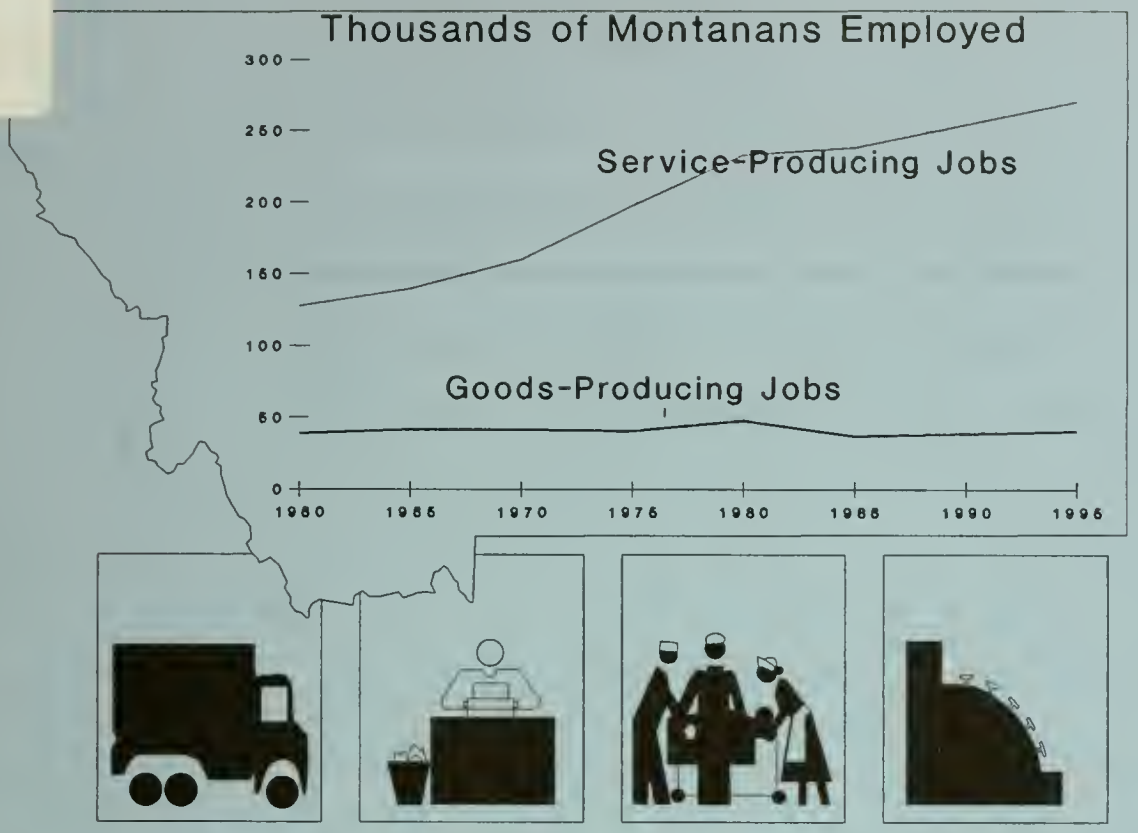

MONTANA'S GROWING AND DECLINING INDUSTRIES AND OCCUPATIONS 1986 - 1995

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JOB SERVICE

The Montana State Job Service Division maintains 23 local Job Service Offices in principal cities of Montana. You are invited to call on any of these offices for assistance in filling positions in your organization, obtaining additional labor market information and for receiving other services in connection with your employment needs.

LOCAL JOB SERVICE OFFICE LISTING

ANACONDA
307 E. Park
Anaconda, MT 59711
(563-3444)

BILLINGS
Main & Satellite Ofc.
624 N. 24th Street
Billings, MT 59101
(259-5529)

BOZEMAN
121 N. Willson
Bozeman, MT 59715
(586-5455)

BUTTE
206 W. Granite
P.O. Box 309
Butte, MT 59703
(782-0417)

CUT BANK
20 S. Central
Cut Bank, MT 59427
(873-2191)

DILLON
310 E. Sebree
P.O. Box 1300
Dillon, MT 59725
(683-5501)

GLASGOW
238 2nd Ave. S.
Glasgow, MT 59230
(228-9369)

GLENDIVE
211 S. Kendrick
Glendive, MT 59330
(365-3314)

GREAT FALLS
1018 7th St. S.
Great Falls, MT 59405
(761-1730)

HAMILTON
333 Main Street
P.O. Box 73
Hamilton, MT 59840
(363-1822)

HAVRE
416 1st St.
Havre, MT 59501
(265-5847)

HELENA
715 Front Street
Helena, MT 59601
(449-6006)

KALISPELL
427 1st Ave. E.
Kalispell, MT 59901
(752-5627)

LEWISTOWN
300 First Ave. N.
Lewistown, MT 59457
(538-8701)

LIBBY
314 S. Mineral Ave.
Libby, MT 59923
(293-2682)

LIVINGSTON
228 S. Main
P.O. Box 1199
Livingston, MT 59047
(222-0520)

MILES CITY
12 N. 10th
P.O. Box 1786
Miles City, MT 59301
(232-1316)

MISSOULA
539 S. 3rd St. W.
P.O. Box 5027
Missoula, MT 59806
(728-7060)

POLSON
417 Main Street
P.O. Box 970
Polson, MT 59860
(883-5261)

SHELBY
402 1st Street S.
Shelby, MT 59474
(434-5161)

SIDNEY
120 S. Central
Sidney, MT 59270
(482-1204)

THOMPSON FALLS
608 Main Street
P.O. Box 669
Thompson Falls, MT 59873
(827-3472)

WOLF POINT
200 Highway 2 East
Wolf Point, MT 59201
(653-1720)

MONTANA'S GROWING AND DECLINING INDUSTRIES AND OCCUPATIONS 1986 - 1995

State of Montana

Stan Stephens, Governor

Department of Labor and Industry

Mike Micone, Commissioner

April, 1989
Reprinted June, 1989

For more information, contact:
Bob Rafferty, Chief
Research and Analysis Bureau
Montana Dept. of Labor and Industry
P.O. Box 1728
Helena, MT 59624
Phone: (406) 444-2430

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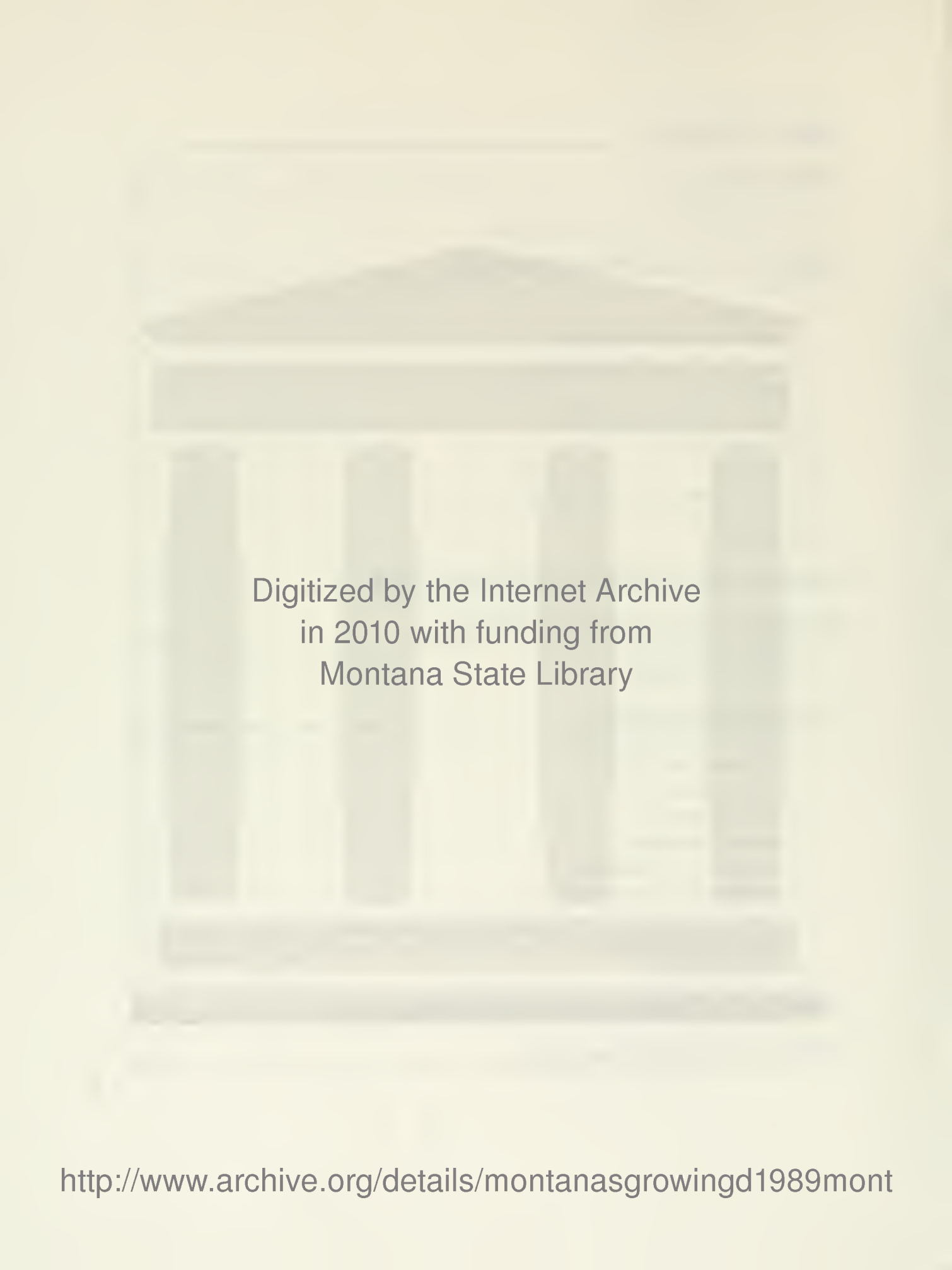
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INTRODUCTION

About This Report

Deciding on an occupation is an important decision facing young Montanans looking for their first jobs—as well as for workers making career changes. It's best to start out with the most current information about industry and occupation trends, and that's why the Montana Department of Labor and Industry has created this publication.

Using state and national labor statistics, the Department has put together information showing which industries and occupations are growing in Montana, and which are declining. In addition, the Department has compiled useful information about some of the occupations projected to have the most job openings through 1995. Access to the latest in job trend information can be of invaluable help to everyone involved in Montana's employment picture, whether they be job seekers, educators, employment counselors or job training planners. The information in this report, however, should be used only as a starting point when making decisions about career planning and training.

These occupational projections were carefully made using a system developed by the U.S. Department of Labor for projecting state occupational needs to a target year using national information and forecasts specifically adapted to Montana's industrial and occupational patterns. Resulting numbers are estimated numbers.

All Montana Department of Labor and Industry projections are made under the assumption that past employment trends will continue, and that our economy's institutional framework will not undergo radical changes.

The Department does not pinpoint job distribution within county or geographic boundaries. Individuals must, therefore, talk to people in their own communities about local job markets.

Any questions about information included in this report should be directed to the **Research and Analysis Bureau; Montana Department of Labor and Industry; P.O. Box 1728; Helena, Montana 59624; (406) 444-2430.**

Additional Career Information Sources

Where can a person find out more about specific occupations and local job markets around Montana?

- Local Job Training Partnership agencies provide occupational training and career counseling to eligible individuals. These agencies include **human resource development councils, displaced homemaker centers, social and rehabilitative agencies** and **Project Challenge Work Again offices.** In addition, all of the 23 **State Job Service offices** in Montana can provide information about local job markets.

- **High school, college and vocational technical schools** have counselors trained to help with career and occupational training choices.
- **Chamber of Commerce offices, trade associations** and **professional societies** can provide useful information.
- **Labor unions** are good organizations to check with.
- The **Montana Apprenticeship and Training Bureau** provides information about apprenticeship training programs available statewide. For more information, contact: Apprenticeship and Training Bureau; Montana Department of Labor and Industry; P.O. Box 1728; Helena, Montana 59624; (406) 444-4500.
- Montana's **State Occupational Information Coordinating Committee**, known as SOICC, maintains up-to-date information on all the occupations in Montana, the number of Montanans working in those occupations and job opening projections. SOICC provides information on the number of people registered with local Job Service offices who are already trained for occupations, and the number of Montanans who have recently completed training for certain occupations. SOICC information is available at all Job Service offices and vocational technical centers in the state – and at state colleges and community colleges. For more information, contact: Montana State Occupational Information Coordinating Committee; Research and Analysis Bureau; Montana Department of Labor and Industry; P.O. Box 1728; Helena, Montana 59624; (406) 444-2430.
- The **Montana Career Information Service** provides occupational information to individuals making career decisions – along with appropriate information about programs of study and training available in Montana. The information is available at various user sites around the state. For specific location information, contact: Montana Career Information System; 1115 N. Roberts; Helena, Montana 59601; (406) 442-5535.
- And finally, one of the very best ways to find out about an occupation – and how best to train for it – is to talk to one or more people who work in that occupation.

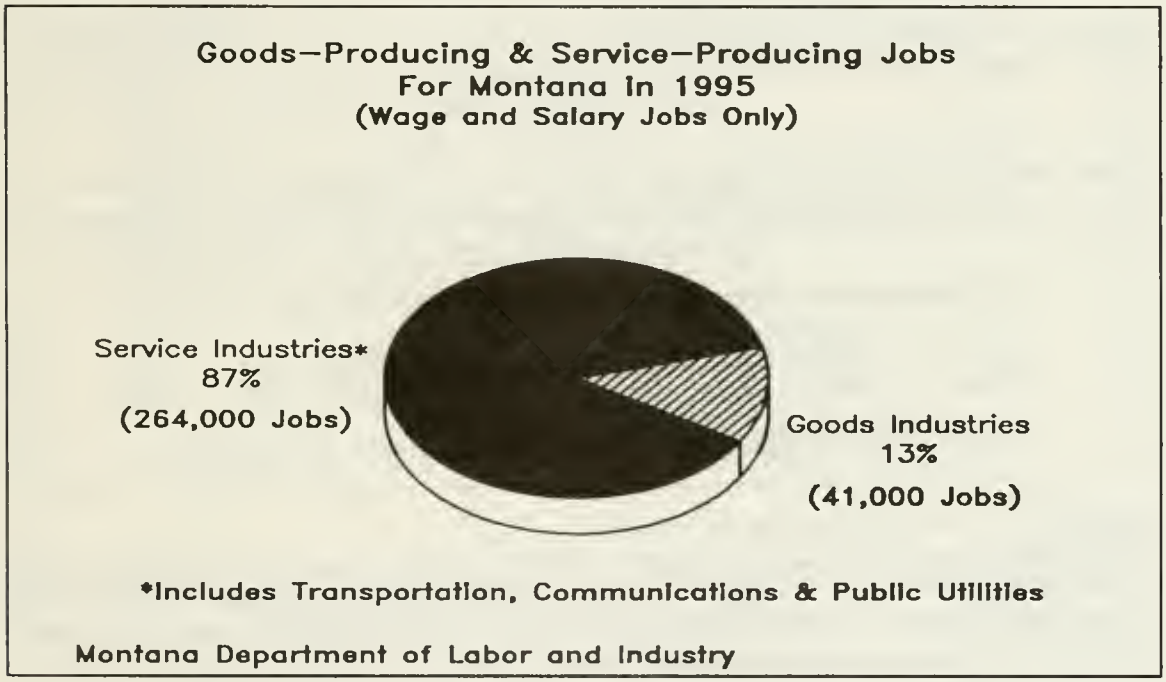
GROWING AND DECLINING INDUSTRIES

Montana's Industries

Montana's industries are projected to employ 304,720 wage and salary workers by 1995. This would mean an increase of 35,880 wage and salary workers since 1986. If these employment projections hold true, there will be an average growth rate of around 1.5 percent—and nearly 4,000 new jobs a year in Montana.

Most of the employment growth projected to 1995 by the Montana Department of Labor and Industry will be in the service industries, meaning those industries that produce services rather than goods. Educational services, health services, and eating and drinking establishments will again employ the most workers in Montana in 1995, as they did in 1986.

Employment growth in service-producing industries is a national economic trend. Service industries are growing in the United States at such a rapid rate that the U.S. Department of Labor predicts 9 out of 10 new jobs nationally will be in service-producing industries by 1995.

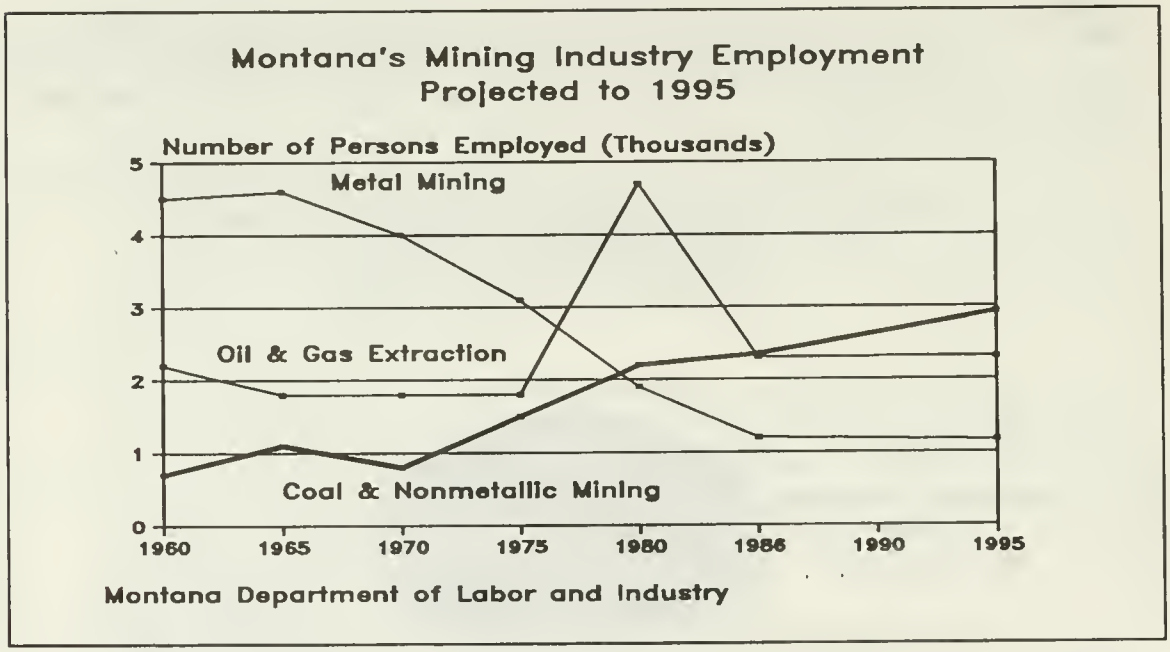


Of the nearly 36,000 new jobs projected to open up in Montana between 1986 and 1995, more than 4 in 5 will be service industry jobs.

Among Montana's goods-producing industries, the construction industry is projected to show a healthy 22 percent growth in employment numbers between 1986 and 1995, with a projected increase of 2,260 construction workers during that time period. This industry, interestingly, is projected to do much better in Montana than in the nation as a whole.

Montana's abundance of soil, water, range, timber and minerals lured the state's first settlers, and natural resource industries certainly continue to be of great importance to the state's economy. Agriculture is important statewide. The forest industry is crucial to Western Montana's economy. Coal, oil and natural gas are important in Eastern Montana. Metal mining is enjoying a resurgence in South Central and Western Montana, and southwest of Billings.

Although the agriculture, forest, coal and mining industries have shown recovery from the hard economic times of the early 1980s, employment in the natural resource-based industries is not projected to show much growth in the near future. Exceptions can be found, however, in the coal mining industry, which is projected to show healthy growth – and the metal mining industry, which has shown modest growth in gold, silver and platinum/palladium mining. The non-metallic mining industry is also exhibiting modest growth in Montana.



Mining

The **mining industry** is projected to show 10 percent growth between 1986 and 1995, with 580 new employees projected for the industry during those years. Some people expect even greater growth. Much will depend on world energy and metal prices.

The **oil and gas extraction industry** has been in a slump because of a world oil surplus, and is projected to show no growth through 1995.

The **coal mining industry**, in contrast, should show a healthy increase. After doing very well in the 1970s, coal mining slowed down during the early 1980s because Midwest utilities bought less Montana coal due to reduced demands for electricity brought about by back-to-back national recessions. The industry appears to be doing well again thanks to a stronger economy.

The **metal mining industry** suffered big employment losses during the early 1980s when metal prices dropped—and the Anaconda Company closed its big copper mine in Butte. The industry began to recuperate soon after, though. Metal mining became feasible again when rising metal prices and new technologies made mining both new and abandoned mines profitable again.

The Butte copper/molybdenum mine reopened under Montana Resources ownership and an employee profit-sharing program. New mines began operation, including a silver mine near Troy, gold mines near Helena and Whitehall, and a platinum/palladium mine southwest of Billings.

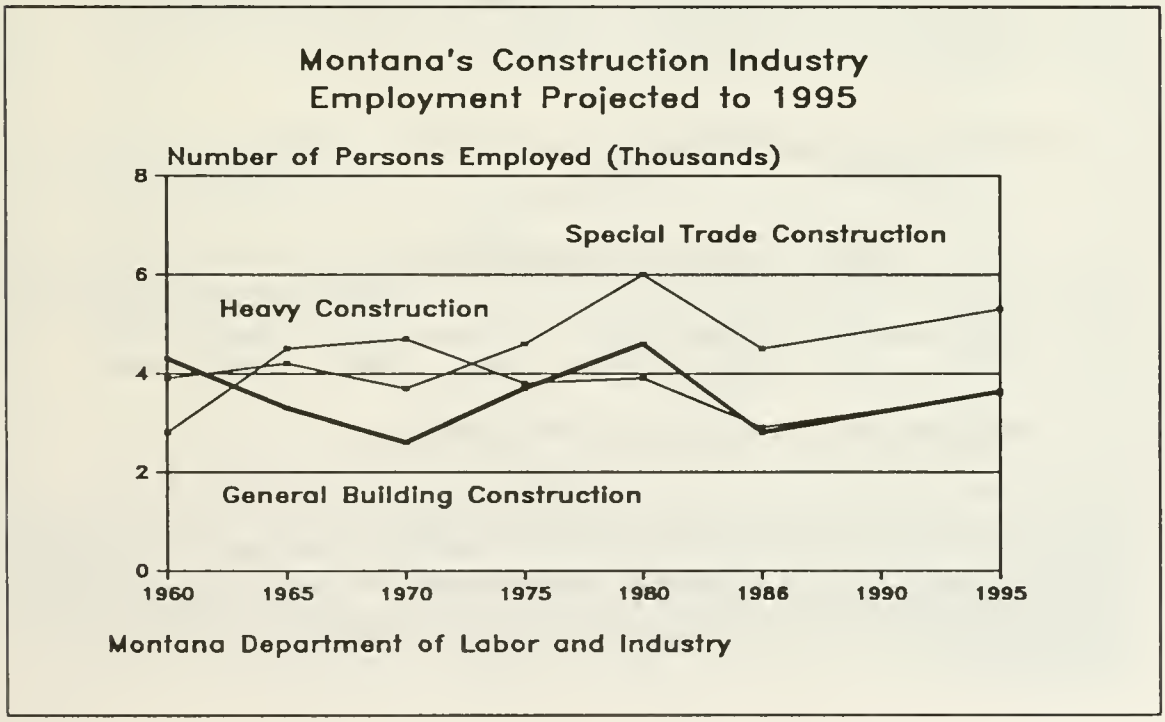
More mining operations are being considered in the state, and metal mining could show more growth in the future than has previously been expected. Mining activity is always hard to predict because so much depends on world metal prices.

Montana's **nonmetal mining and quarrying industry** has been doing well also, and could also show more growth in the future since Montana is a major U.S. supplier of bentonite, talc and vermiculite. A new talc mine has recently opened near Ennis.

Construction

The construction industry is projected to show a 22 percent increase between 1986 and 1995, with employee growth of over 2,200 forecast.

General building contractors are projected to show healthier growth than the construction industry as a whole. These are the contractors who work primarily in the construction of residential, industrial and commercial buildings.

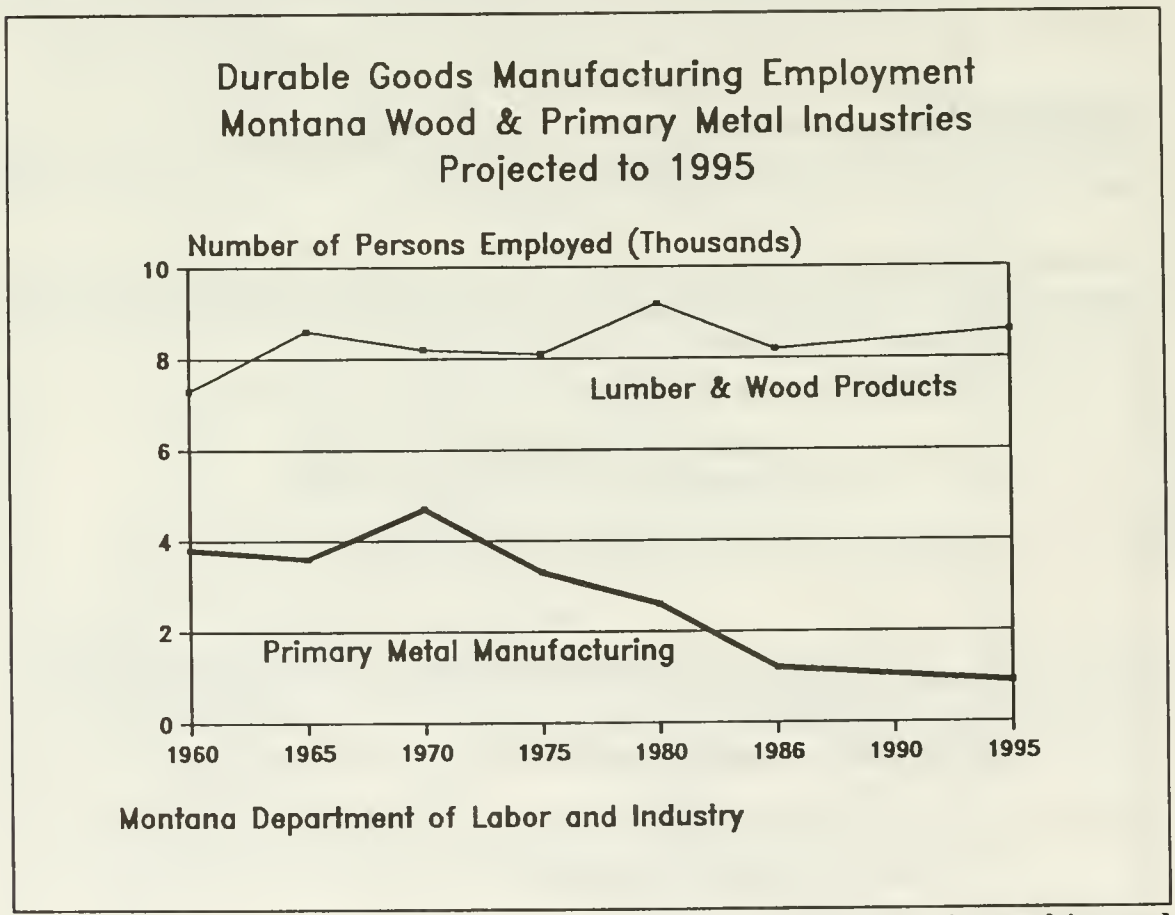


General contractors of construction other than building construction should be in line with the combined industry projection. These contractors are engaged in heavy construction that includes highway and street construction – as well as mining construction, bridges, sewers, railroads, power plants and power lines, irrigation projects and other types of heavy construction work.

More modest growth is predicted for **special trade contractors**, who are involved in such things as plumbing, painting, plastering, carpentry, water well drilling and industrial machinery and equipment installation. Other special trade specialties include roofing, concrete work, glazing, masonry and demolition.

Durable Goods Manufacturing

Durable goods manufacturing is not projected to do well through 1995 according to Department projections, which calculate a 1 percent change between 1986 and 1995, and employee growth of only about 140. Durable goods, by definition, are expected to be in use for longer than three years.



Part of the reason for the lack of growth in this industry is because the **smelting and refining industry** and the **fabricated metal industry** have declined dramatically in Montana, and employment projections for occupations associated with these industries are not good.

Anaconda's copper smelting operation and Great Falls' copper refinery both closed in the early 1980s when Anaconda closed its Butte copper mine.

The Columbia Falls aluminum plant was in danger of closing, but it was purchased in 1985 by a group of Montana investors—and workers agreed to wage and benefit concessions in return for a profit-sharing program. The plant is now being run as a tolling operation, processing alumina for other companies on a free-lance basis.

The only other smelter in Montana is the American Smelting and Refining Company lead smelter in East Helena.

The Montana Resources Incorporated copper/molybdenum mine at Butte ships its ore to Japan for smelting. The Stillwater platinum/palladium mine southwest of Billings ships its ore to Belgium, but has proposed building a smelter at its mine site.

The **lumber and wood products industry** suffered major losses in the early 1980s due to declining construction during the national recession and increased Canadian competition. Many jobs were lost, and a big sawmill and plywood plant closed near Missoula. The industry modernized and restructured to become more competitive with national and world markets, and seems to be doing much better now that construction activity is up again.

Substantial investments in modern production technologies, however, translated into using fewer workers to produce more goods. The employment picture is not rosy for some of the traditional occupations involved in the timber industry.

The **non-electrical machinery and equipment manufacturing industry** is projected to show some growth. This industry benefits from increased construction and mining activity.

The **electrical and electronic machinery and equipment manufacturing industry** is also forecast to show growth.

Nondurable Goods Manufacturing

Nondurable goods manufacturing is projected to show 9 percent growth through 1995, with less than 800 new employees predicted during this time. Nondurable goods, by definition, are expected to be in use for less than three years.

The **petroleum and coal products industry** is projected to employ fewer people in 1995 than in 1986 because of the depressed world oil market. The **leather and leather products industry** is also expected to suffer employee losses during this time period.

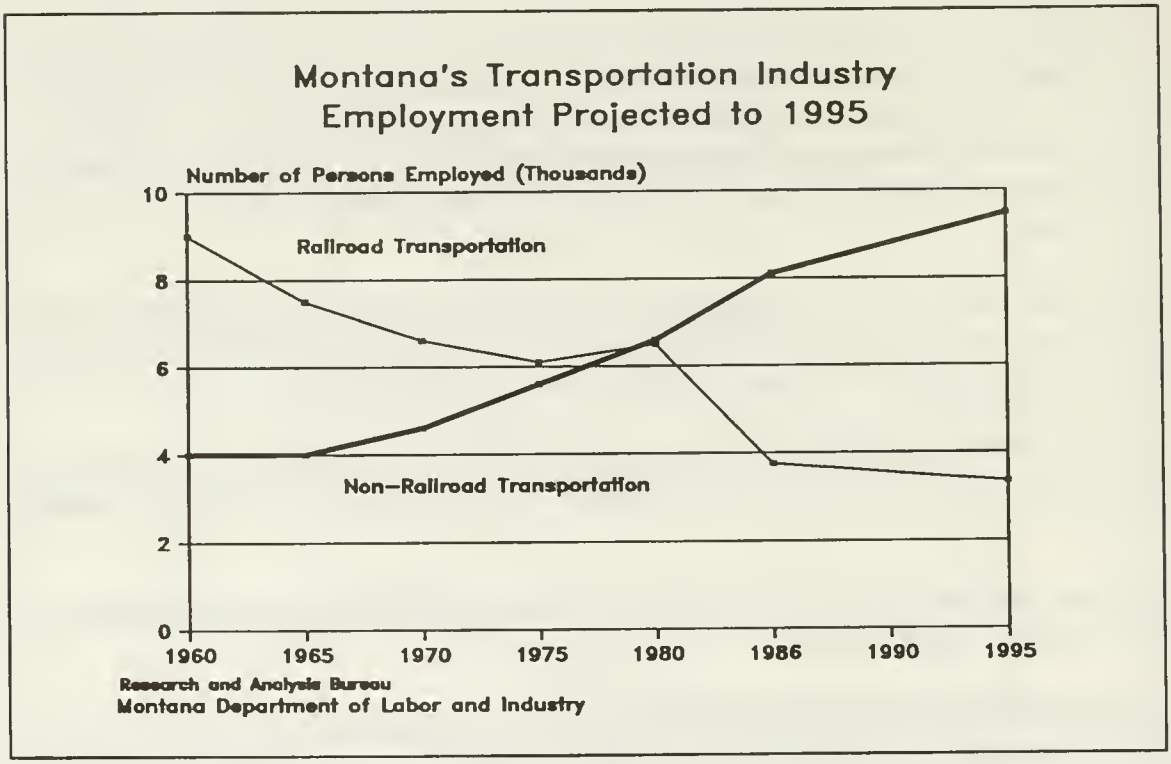
The **paper products industry**, however, is projected to show healthy growth through 1995. Stone Container Company's paper mill near Missoula is enjoying a good market for linerboard, and has been a steadying influence in Western Montana's timber industry.

Transportation

Montana's **transportation industry** is projected to show 7 percent growth through 1995, adding just short of 1,000 workers.

As would be expected, the **railroad industry** is forecast to have fewer workers through 1995 compared to 1986. The industry took a real beating in the 1980s. The Milwaukee Railroad quit operating in Montana. Burlington Northern Railroad reduced its Montana operation, and eventually sold its Southern Montana route to the Montana-based Montana Rail Link. Some occupations within the industry are predicted to employ fewer workers than in the past.

On the brighter side, the **trucking and warehousing industry** is projected to show modest growth, as is the **air transportation industry.**



Communications and Utilities

The **communications and utilities industry** is expected to show only 4 percent growth through 1995, and less than 400 new workers.

U.S. West Communications, formerly known as Mountain Bell, has consolidated its operations and reduced the number of employees at its state headquarters in Helena. The **communications industry** is projected to show a slight loss in employees by 1995.

The **utilities industry**, however, should show modest growth.

Wholesale Trade

The **wholesale trade industry** is projected to show 8 percent growth through 1995, and nearly 1,300 more employees.

Wholesale trade of durable goods is forecast to be somewhat below the industry growth projection—**wholesale trade of nondurable goods** is calculated to be somewhat above the industry projection.

Retail Trade

The **retail trade industry** is projected to show 13 percent overall growth between 1986 and 1995, and over 7,000 new workers.

Eating and drinking places should show healthy growth. Montana Department of Labor and Industry projections estimate that there will be nearly 3,500 new jobs added in this industry between 1986 and 1995.

Food stores are also projected to show considerable growth, with around 1,500 new employees being added to the industry during that time period.

Furniture and home furnishings stores are also forecast to show employment growth.

Finance, Insurance and Real Estate

The **finance, insurance and real estate industry** is forecast to show 16 percent growth between 1986 and 1995, with approximately 2,000 new employees.

Credit agencies other than banks and **security and commodity brokers and dealers** are forecast to show good growth. **Insurance agents and brokers** should also show healthy growth according to projections. **Banking** is projected to show only modest growth.

Service Industry

The **service industry** is projected to show 20 percent growth from 1986 through 1995. New employee growth of 17,500 is forecast within this industry through 1995.

Educational services would add 5,500 employees through 1995 according to Montana Department of Labor and Industry projections. Growth at the elementary school level is expected because elementary school enrollments are growing.

Health services are expected to expand at a substantial rate in Montana as well as the nation. More than 6,000 new health services jobs could be added to the industry by 1995 if projections prove accurate. Health service occupations will be among Montana's growth occupations.

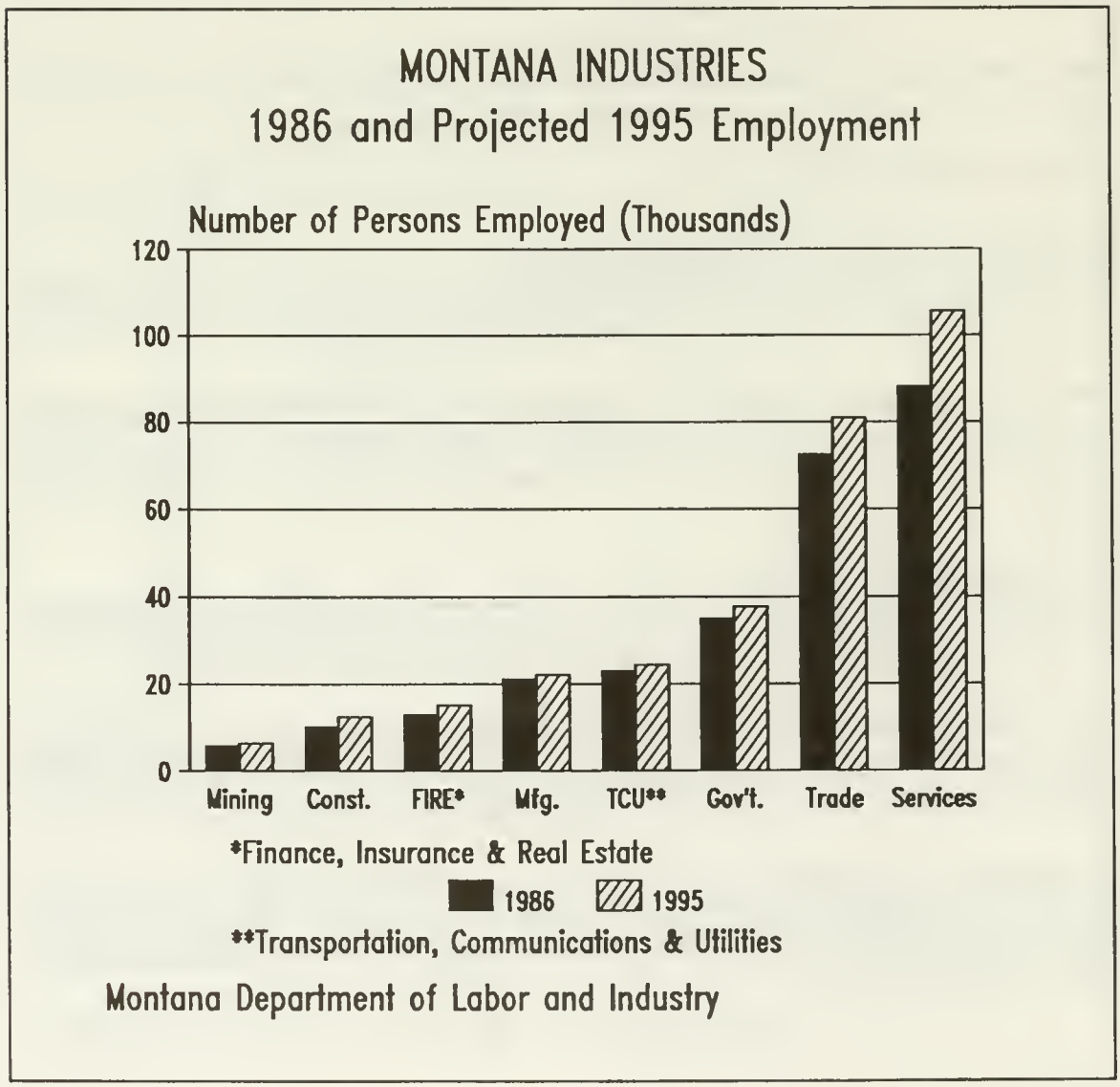
Legal services are also expected to show good growth, with around 800 new employees anticipated by 1995.

Amusement and recreation services except for motion pictures are expected to show some growth, as are **automobile repair services.**

Membership organizations, however, are projected to show a decline in employees due to decreasing enrollments.

Government

Local, state and federal government are projected to show 8 percent growth through 1995. Nearly 35,000 Montanans worked in local, state and federal government jobs in 1986 (not including education, hospital and postal workers). Even with little growth, this industry will provide job openings each year due to the sheer size of the industry and the consequent number of replacement openings due to retirements and deaths.



1995 INDUSTRY EMPLOYMENT PROJECTIONS*

*Taken from the Montana Department of Labor and Industry's publication:
Montana Industry and Occupational Employment Outlook, 1986-1995.

INDUSTRY	1986 Annual Avg. Employment	1995 Projected Employment	Change In Employment
Mining	**5,830**	**6,410**	**580**
Metal Mining	1,160	1,170	10
Coal & Lignite Mining	1,330	1,780	450
Oil & Gas Extraction	2,310	2,310	0
Nonmetallic Mining & Quarrying	1,020	1,150	130
Construction	**10,190**	**12,450**	**2,260**
General Bldg. Construction	2,810	3,630	820
General Contractors	2,910	3,560	650
Special Trade Contractors	4,470	5,260	790
Durable Goods Manufacturing	**12,780**	**12,920**	**140**
Lumber & Wood Products	8,240	8,610	370
Furniture & Fixtures	230	230	0
Stone, Clay & Glass	1,040	1,060	20
Primary Metal Industries	1,210	870	-340
Fabricated Metal Products	570	370	-200
Machinery, Except Electrical	480	580	100
Electrical Machinery/Equipment	170	250	80
Transportation Equipment	200	200	0
Professional Instruments	130	130	0
Miscellaneous Manufacturing	520	620	100
Nondurable Goods Manufacturing	**8,370**	**9,160**	**790**
Food & Kindred Products	2,790	2,640	-150
Apparel & Textile Products	590	1,100	510
Paper & Allied Products	860	1,160	300
Printing & Publishing Industries	2,420	2,630	210
Chemicals & Allied Products	660	760	100
Petroleum & Coal Products	860	670	-190
Rubber & Plastic Products	130	140	10
Leather & Leather Products	70	60	-10
Transportation	**14,460**	**15,430**	**970**
Railroad Transportation	3,800	3,340	-460
Local & Interurban Transit	1,130	1,210	80
Trucking & Warehousing	5,570	6,300	730
U.S. Postal Service	2,480	2,530	50
Water Transportation	20	30	10
Air Transportation	850	1,260	410
Pipe Lines, Except Natural Gas	100	80	-20
Transportation Services	510	680	170

INDUSTRY	1986 Annual Avg. Employment	1995 Projected Employment	Change In Employment
Communications & Utilities	**8,570**	**8,950**	**380**
Communications	3,940	3,890	-50
Utilities & Sanitary Services	4,630	5,060	430
Wholesale Trade	**15,290**	**16,570**	**1,280**
Durable Goods	8,080	8,350	270
Nondurable Goods	7,210	8,220	1,010
Retail Trade	**57,160**	**64,380**	**7,220**
Bldg./Garden Sup., Mobile Homes	2,760	2,850	90
Retail Trade, Gen. Merchandise	5,750	6,040	290
Food Stores	8,510	10,040	1,530
Automobile & RV 's	7,730	7,800	70
Apparel & Accessories Stores	2,500	2,580	80
Furniture/Home Furnishings Stores	2,160	2,770	610
Eating & Drinking Places	21,730	25,160	3,430
Miscellaneous Retail Stores	6,030	7,140	1,110
Finance, Insurance and Real Estate	**13,070**	**15,130**	**2,060**
Banking	4,990	5,230	240
Credit Agencies Other Than Banks	1,830	2,330	500
Security/Commodity Brokers	580	740	160
Insurance Carriers	1,260	1,430	170
Insurance Agents/Brokers/Services	1,750	2,400	650
Real Estate	2,420	2,730	310
Real Estate/Insur/Loans/Law Offices	100	100	0
Holding/Other Investment Offices	140	170	30
Services	**88,130**	**105,630**	**17,500**
Hotels/Lodging Places	6,880	7,420	540
Personal Services	2,950	3,340	390
Misc. Business Services	6,350	8,480	2,130
Auto. Repair/Services/Garages	2,020	2,480	460
Misc. Repair Services	860	1,220	360
Motion Pictures	600	550	-50
Amuse./Rec., Except Motion Pict.	2,350	3,230	880
Health Services	23,000	29,260	6,260
Legal Services	1,950	2,770	820
Educational Services	29,700	35,230	5,530
Social Services	4,330	5,030	700
Museums/Art Galleries/Zoos	90	150	60
Membership Organizations	4,200	2,870	-1,330
Miscellaneous Services	2,840	3,600	760
Government	**34,990**	**37,690**	**2,700**
State Gov.,Exc. Educ. & Hospitals	10,000	10,800	800
Local Gov.,Exc. Educ. & Hospitals	14,800	16,000	1,200
Federal Government	10,190	10,890	700

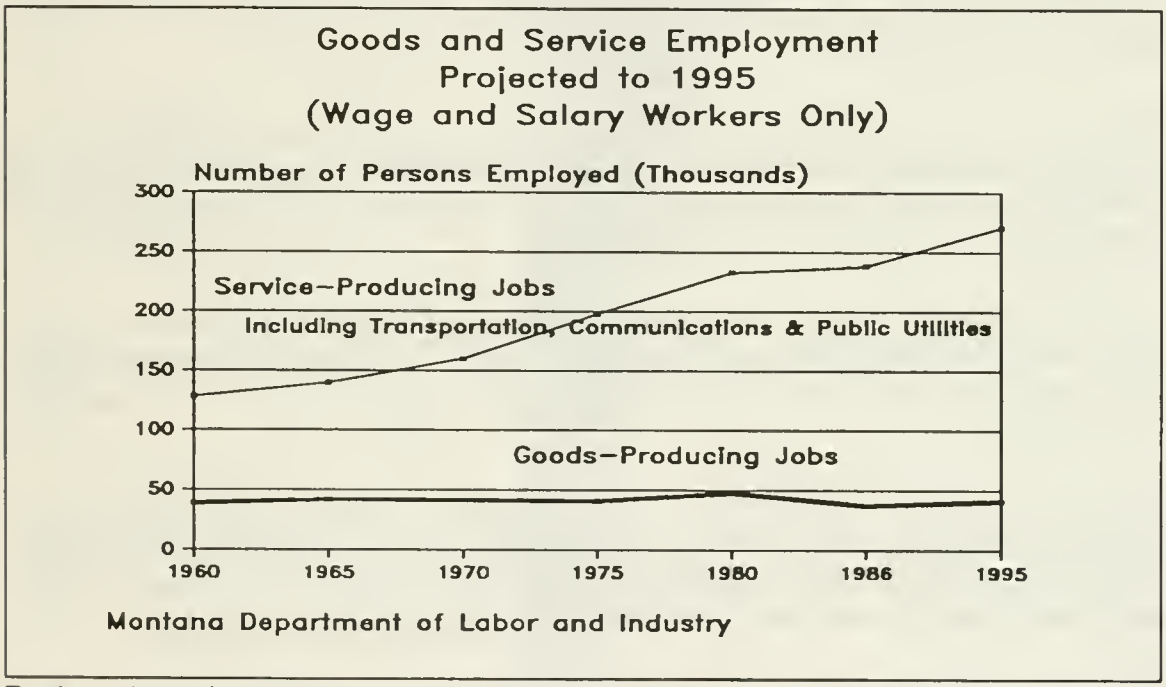
GROWING AND DECLINING OCCUPATIONS

Employment Projections

Almost 4,000 new jobs a year are projected through 1995 in Montana. Most are in the service-producing industries.

The State Department of Labor and Industry's "Montana Industry and Occupational Employment Outlook, 1986-1995" estimates that the state's industries will employ nearly 305,000 non-farm wage and salary workers by 1995. This represents an increase of almost 36,000 workers between 1986 and 1995, and translates to an annual rate of growth of slightly less than 1.5 percent.

The projections are for non-farm wage and salary workers only, and do not include self-employed workers, owners and partners of unincorporated businesses, persons working in small agricultural operations, unpaid family members, workers on straight commission, some elected officials and domestic employees.



Broken down into annual employment projections, nearly 4,000 new jobs are anticipated through 1995. These new jobs are the result of growth within certain industries. Growth jobs – combined with the nearly 9,000 jobs that are expected to open up each year because of retirements and deaths – result in total job opening projections. Projected job growth numbers for different occupations are important to study when considering careers – but also very important are the larger number of jobs opening up within occupations each year when employees are replaced due to retirements and deaths.

Both sets of numbers – growth and replacement – need to be considered. Large occupational groups experiencing little growth will still provide a good number of job

openings each year due to the sheer size of the occupations and the consequent number of replacement openings that will occur.

Growing Occupations

Much of the job growth in Montana is taking place in sales, health services, clerical and service occupations.

The biggest number of job openings in Montana will continue to be in retail sales. Projections call for about 600 openings each year through 1995 for **retail salespersons. Cashiers** are also projected to be in good demand, with over 300 positions projected each year. There should also be a good supply of jobs for **sales floor stock clerks** and **first line sales supervisors.**

Health service jobs will be plentiful in certain occupations. The **registered nurse** occupation is the fastest growing occupation in Montana. Projections show nearly 400 jobs opening up each year for RN's due to health industry growth and retirements and deaths. Jobs for **nursing aides and orderlies** are projected to become available at the rate of around 200 each year. **Licensed practical nurses** should also be in a favorable job market through 1995.

Projections call for teaching jobs to open up at the rate of around 270 each year for **elementary teachers**, and 150 a year for **secondary teachers**. There also should be good job opportunities for **paraprofessional teacher aides**. The availability of education funds will be crucial to school hiring, of course.

In the clerical field, **bookkeeping and accounting clerks** should see around 300 openings each year. Nearly as many jobs should become available to **secretaries** each year—with another 50 job openings for **legal secretaries**, and 30 for **medical secretaries.**

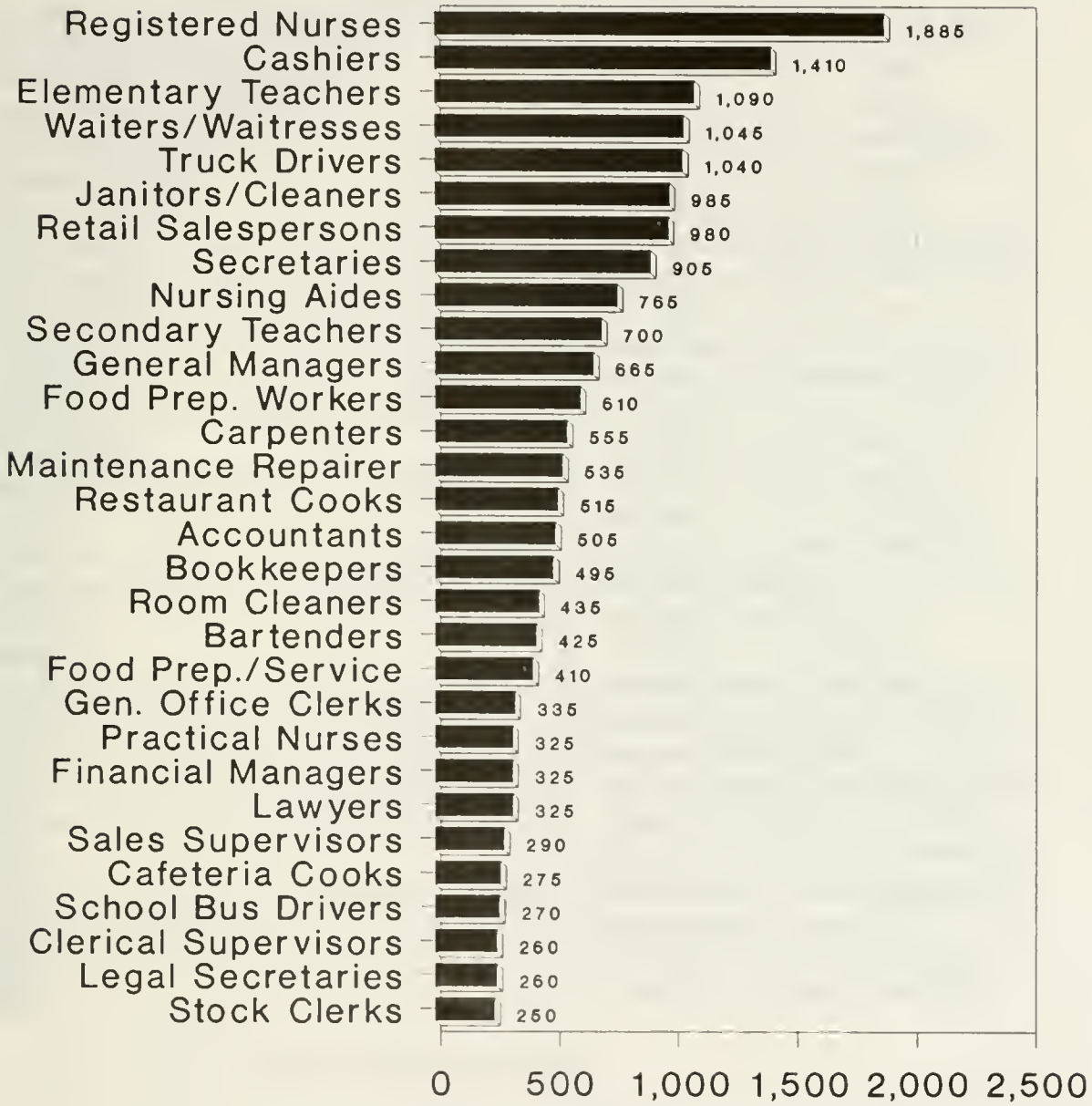
Good numbers of service jobs are projected for **janitors**, who are forecast to see nearly 500 jobs opening up each year. Jobs for **waiters and waitresses** should be plentiful, with over 200 job openings projected for each year through 1995. State Department of Labor and Industry projections also look favorable for **cooks** and **room cleaners.**

The production, operating and maintenance occupation showing the most projected job openings per year is that of **truck driver**, with nearly 400 truck driving jobs forecast for each year. There should be about 200 jobs opening up each year for **general utility maintenance repairers**, and nearly 150 jobs for **carpenters.** Job prospects should also be good for **school bus drivers.**

Projected annual job openings for a number of occupations are listed on pages 47 and 48 of this publication.

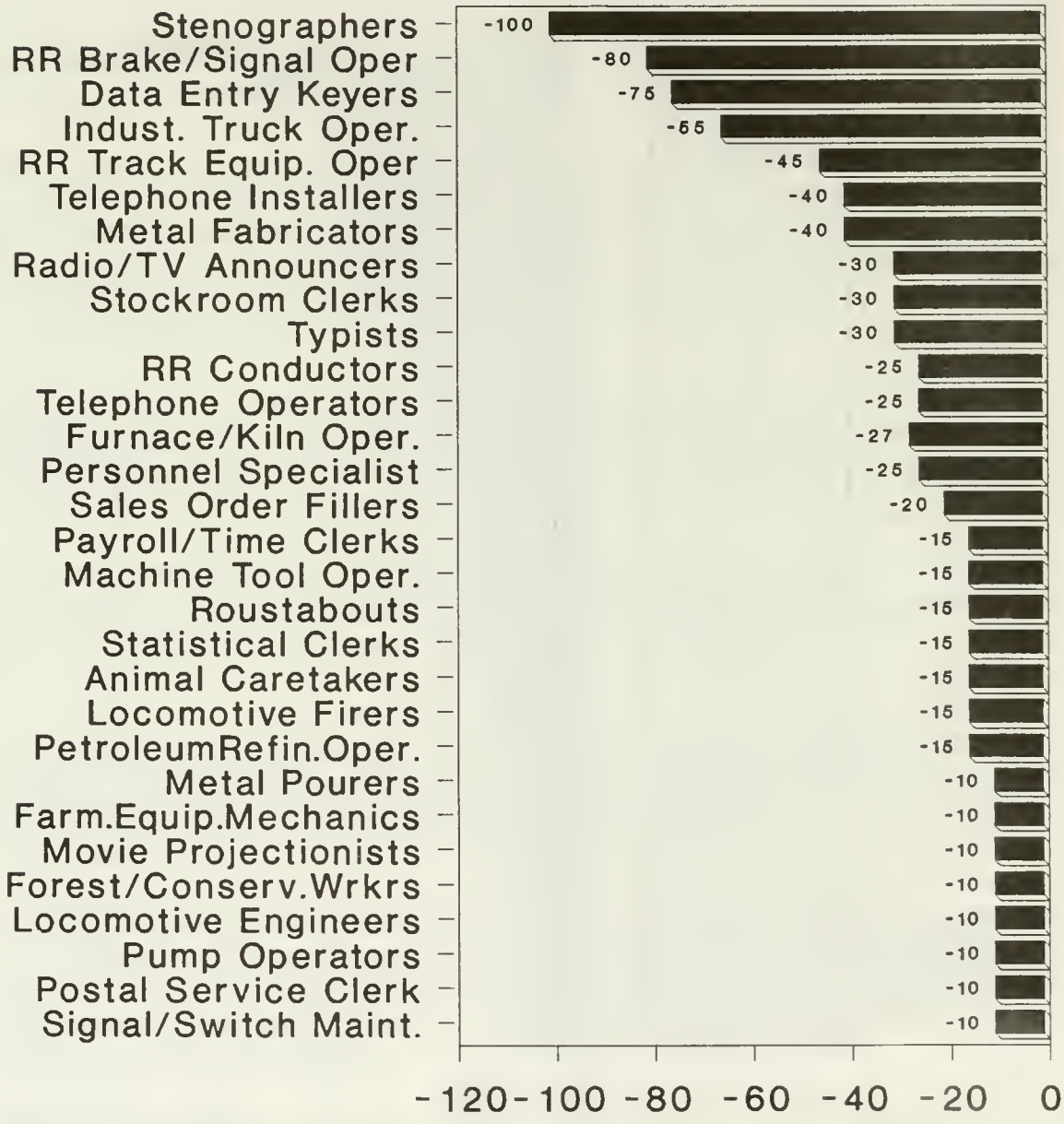
Some of the occupations that are projected to have large numbers of job openings and require relatively short-term training are discussed individually beginning on page 19.

Montana's Growing Occupations Ranked by Total Estimated Job Growth 1986 - 1995



Montana Department of Labor and Industry

Montana's Declining Occupations Ranked by Total Estimated Job Loss 1986 - 1995



Montana Department of Labor and Industry

Declining Occupations

Some occupations are projected to suffer employment losses through 1995 in Montana; and it's not surprising to find that many of these occupations are involved in Montana's railroad and goods-producing industries.

Railroad occupations that are projected to lose jobs between 1986 and 1995 are **railroad brake, signal and switch operators; locomotive firers; rail yard engineers; dinkey operators and hostlers,** and **railroad conductors and yardmasters.**

Rail transportation workers, as a group, are projected to decline by about 150 workers between 1986 and 1995.

Oil industry occupations that are projected to show declines through 1995 are **roustabouts** and **petroleum refinery operators.**

Manufacturing occupations that are projected to decline are **lathe and turning machine tool setters (metal and plastic); machine tool cutting operators and tenders (metal and plastic); combination machine tool operators (metal and plastic); structural metal fabricators,** and **furnace operators and tenders.** Others are **furnace, kiln, oven and kettle operators; chemical equipment controllers and operators; extruding and forming setters and operators,** and **metal pourers and casters.**

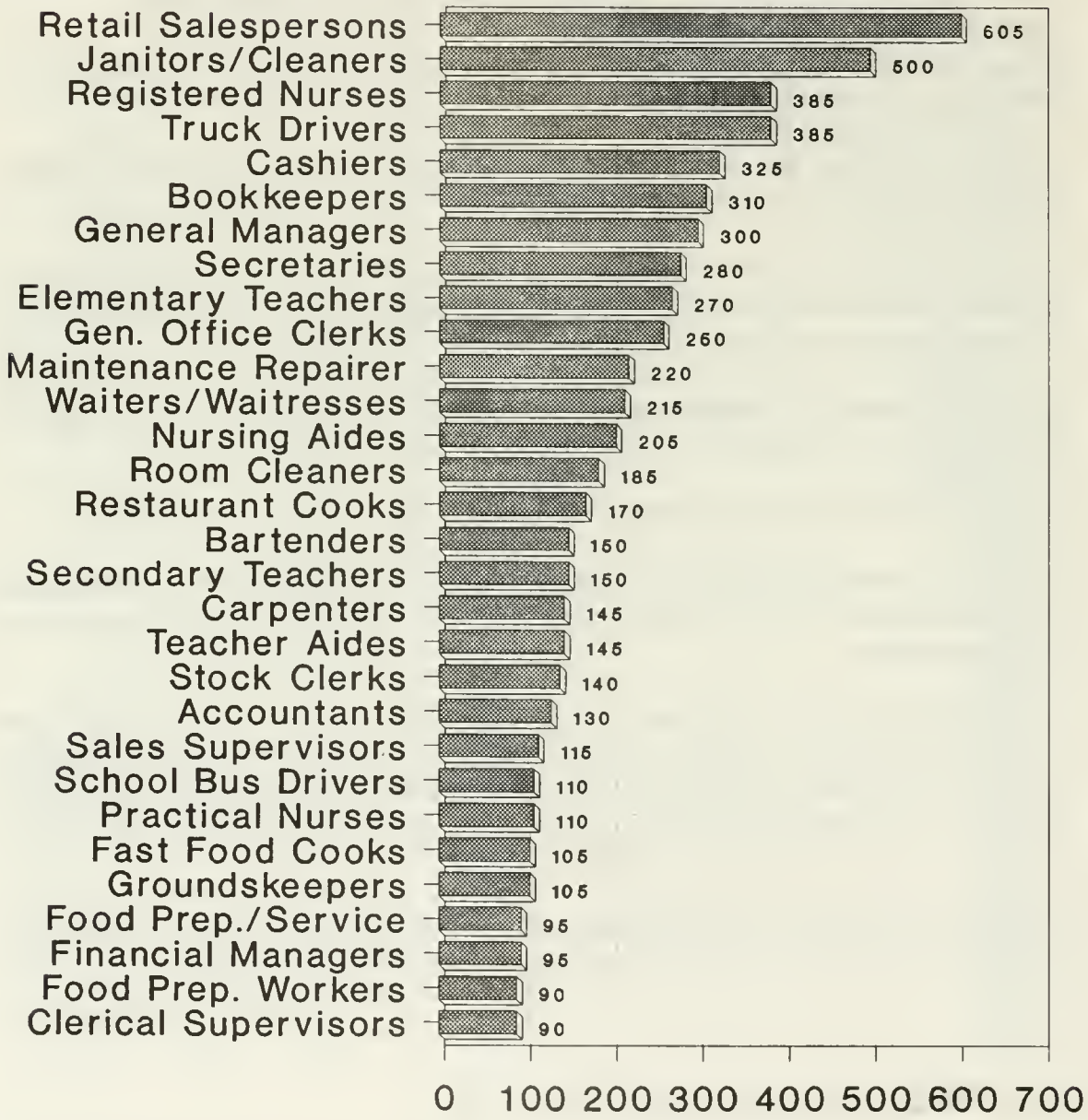
Jobs for **rail-track laying equipment operators** are also projected to decline.

Some occupations involved with moving materials are also expected to show declines. They include **tank car and truck loaders, industrial truck and tractor operators** and **pump operators.**

A clerical occupation is projected to be the biggest loser of all. The State Department of Labor and Industry estimates that there will be 100 fewer jobs for **stenographers** by 1995 than there were in 1986. Jobs for **data entry keyers** are also expected to decline, except for those involved in printing or publication. **Central office telephone operators** are also expected to experience a decline in jobs.

Telephone and cable TV installers and repairers and **telephone station installers and repairers** should also be employed in fewer numbers by 1995.

Montana's Occupations Ranked by Estimated Annual Job Openings 1986 - 1995



Montana Department of Labor and Industry

OCCUPATION PROFILES

Montanans are employed in hundreds of different occupations, and it would be impossible to discuss them all in this publication. Individual occupations that show growth potential and require relatively short-term training are discussed in some detail within clusters of related occupations.

Some projected job openings will be filled by Montanans currently training to work in specific occupations. Some will be filled by already qualified Montanans who have not been working in the occupations for which they are trained for various reasons. In addition, some jobs will be filled by people moving into Montana from other states—and by Montanans returning from military service.

Before investing time and money in job training, a person should take a look at how many Montanans are currently training for, or are already qualified for that same occupation. Montana's State Occupational Information Coordinating Committee's annual "Montana Supply/Demand Report" is a good source for this information. A person should also carefully consider the available ways to train for an occupation, because some training programs may be better than others.

Jobs will be opening up in smaller numbers within occupations not mentioned specifically in this publication, and each career seeker should certainly consider these occupations as well. Everyone should carefully look at job opening projections and supply-and-demand numbers. However, he or she should not forget that being good at what you do—and enjoying what you do—are also very important to a successful career.

A partial listing of occupations, with projected annual job openings through 1995, is included on pages 47 and 48. Hopefully these projections will be helpful to those people who are interested in occupations not singled out in this publication. More complete projections can be found in the Montana Department of Labor and Industry's "Industry and Occupational Employment Outlook, 1986-1995" report.

HEALTH SERVICE OCCUPATIONS

Health service occupations are projected to show considerable job growth in Montana as well as nationally. **Registered nurses, nursing aides and orderlies,** and **licensed practical nurses** will be the occupations providing the most new jobs in Montana's health industry. Jobs for **radiologic technologists and technicians** and **respiratory therapists** are forecast to be available in smaller numbers.

Registered Nurses

The registered nurse occupation is projected to be the fastest growing occupation in Montana through 1995. Employment in this occupation is calculated to grow from 4,850 in 1986 to 6,735 in 1995—with about 385 job openings projected each year.

Some of these jobs will be filled, of course, with people who are currently training in Montana—and by registered nurses who are returning to work after a period of time

spent away from nursing. Still other jobs may be filled by nurses moving to Montana from other states.

Montana's State Occupational Information Coordinating Committee (SOICC) estimates that many of the nursing openings could be filled by people currently training at Montana schools. It's unknown, of course, how many registered nurses may re-enter the nursing workforce and how many nurses may come from other states.

- Registered nurses (RN's) handle a variety of tasks related to both health and illness. They observe and record patients' symptoms, give medicines, analyze lab reports, operate medical equipment, assist in convalescence and rehabilitation, and educate patients and their families in proper health care. They also handle administrative tasks and supervise other health workers.
- Nurses work in hospitals, nursing homes, schools, psychiatric and drug treatment clinics and medical offices. They also work for county health departments, and sometimes take care of patients in their homes. Hospitals are relying more than ever on RN's because of the increasing complexity of hospital care. Evening, night and weekend shifts are common.
- Mid-range wages average about $9 to $12 an hour. Nurses working for hospitals usually make somewhat higher wages than other nurses.
- Registered nurses must be licensed to work in Montana. They must have a high school diploma, or equivalent. They must have graduated from an approved professional nursing program, and must pass a written examination.
- There are 2- and 4-year nursing programs available in Montana. Two-year associate degree programs are offered at Northern Montana College and Miles Community College. Four-year bachelor of arts degree programs are offered at Montana State University and Carroll College. All include clinical practicums.
- Completion of a bachelor's degree program is preferable for those nurses interested in supervisory or administrative positions, public health agency jobs or graduate nursing programs. With additional training, RN's can become specialists such as nurse practitioners and nurse anesthetists.

Nursing Aides and Orderlies

Jobs as nursing aides and orderlies are projected to grow from 3,765 in 1986 to 4,530 in 1995—with about 205 job openings projected annually. In addition, projections call for about 45 job openings each year for **home health aides**, and about 15 each year for **psychiatric aides**. This is a low-paying occupation with high job turnover, and there should be an abundance of job openings.

- Nursing aides and orderlies help care for people who are ill, disabled or infirm. They help patients in and out of bed. They deliver meals and help feed, bathe and dress patients. They may also clean rooms and change bed linens.

- Nursing aides and orderlies work primarily in nursing homes, hospitals and other health facilities. They also work for home health organizations. Work often involves heavy lifting. Evening, night and weekend shifts are common.
- Mid-range wages average $4.50 to $6 an hour.
- Many nursing homes, hospitals and home health agencies do their own training. Some employers prefer high school graduates. The Great Falls and Billings vocational technical centers offer 1-quarter training programs.
- Opportunities for advancement are limited, but aides and orderlies may be sufficiently interested in the health field to train as licensed practical nurses, EEG technologists, EKG technicians and dietetic technicians.

Licensed Practical Nurses

Jobs for licensed practical nurses are projected to grow from 1,710 in 1986 to 2,040 in 1995—with about 110 job openings projected annually. Many of these openings could be filled by Montanans currently training in this occupation.

- Licensed practical nurses (LPN's) help care for the sick, injured and infirm. Under the direction of physicians and registered nurses, they provide nursing care that requires technical knowledge—but not the professional education and training of a registered nurse. Licensed practical nurses give some medicines, monitor equipment, change dressings, take temperatures and blood pressure, and assist patients with bathing and personal hygiene.
- LPN's work in nursing homes, hospitals, medical offices, home health care and private duty nursing. Because of the emphasis of American medicine on acute care and high technology, there is a trend to hire more RN's in hospitals—and shift LPN's to nursing homes and other long-term care settings where care and treatment is less technical.
- Mid-range wages average $6 to $7.50 an hour.
- LPN's must be licensed to work in Montana. They must have a high school diploma, or equivalent. They must have graduated from an approved practical nursing program, and must pass a written examination.
- Four-quarter practical nursing courses are offered by all of Montana's vocational technical centers.
- LPN's wishing to become RN's can challenge beginning nursing classes at Northern Montana College and Miles Community College to shorten the course work needed to complete a 2-year nursing degree at those schools.

Radiologic Technologists

Jobs for radiologic technologists are projected to grow from 405 in 1986 to 525 in 1995—with about 30 job openings projected to open up each year through 1995. Many of these openings could be filled by people currently training in Montana for these occupations.

- Working under doctors' instructions, radiologic technologists prepare patients for X-ray examinations and position them so that the correct parts of the body can be examined. They precisely position radiation equipment, and program equipment to produce radiographs of the right density, detail and contrast. Afterward, they remove X-ray film and develop it.
- Radiologic technologists work in hospitals, clinics and doctors' offices.
- Mid-range wages average $8 to $9.50 an hour.
- In order to be licensed in Montana, radiologic technologists must complete a 2-year training program and pass an examination given by the American Registry of Radiologic Technologists.
- Two-year training programs are offered by 4 hospitals in Montana—St. Patrick Hospital in Missoula, St. Vincent Hospital in Billings, and Columbus Hospital and Montana Deaconess Medical Center in Great Falls. A high school diploma or equivalent is required for admission, and knowledge of physics, chemistry, biology and algebra are recommended. Enrollment in these full-time programs is limited.
- Radiology technologists may acquire advanced skills that enable them to perform specialized procedures. They also may move into supervisory or teaching positions.

Respiratory Therapists

Jobs for respiratory therapists are forecast to increase from 195 in 1986 to 255 in 1995—translating to about 15 job openings a year. The supply of Montanans training for the occupation, however, could exceed demand—and people should carefully check out job prospects in their communities before investing time and money in training programs.

- Respiratory therapists treat patients who have cardiopulmonary (heart-lung) problems that interfere with breathing. They administer oxygen and oxygen mixtures; use humidity and aerosol mists to keep the respiratory tract moist or to deliver medication; administer chest physical therapy to reduce the effort of breathing and help clear the lungs, and operate mechanical ventilators that replace or assist natural breathing. Therapists often treat patients who have undergone surgery; and patients with emphysema, bronchitis and asthma. They also may give emergency care for heart failure, stroke, drowning, shock, head injury or drug poisoning.
- Sometimes referred to as inhalation therapists, most respiratory therapists work in hospitals. Nursing homes and home health agencies also employ therapists.
- Mid-range wages average $8 to $12 an hour.
- One year of formal study is required to become a respiratory technician. Two years of study are necessary to become a respiratory technologist. Most

employers prefer hiring graduates of 2-year programs. A high school degree or its equivalent is necessary for admission to these programs. A background in math and science is helpful.

- One- and 2-year respiratory therapy programs are available in Montana. The Missoula and Great Falls vocational technical centers offer 4-quarter programs designed to train students to become respiratory technicians. A clinical practicum is included. Graduates are eligible to take the National Certification Exam for Respiratory Therapy Technicians.
- The College of Great Falls offers a 2-year associate degree program. Students begin course work at the Great Falls vo-tech, and then take required courses at the College of Great Falls and complete a clinical practicum. Graduates with 1 year of experience are eligible to take the National Respiratory Therapy Certification Exam.

FOOD SERVICE OCCUPATIONS

Food service occupations should show good job growth in Montana as more people dine out. Large numbers of jobs for **waiters and waitresses**, **cooks** and **bartenders** are expected each year through 1995. These occupations do not pay very well, and there is high job turnover. On the positive side, however, both full- and part-time jobs are easy to find.

Waiters and Waitresses

Jobs for waiters and waitresses are expected to grow from 6,700 in 1986 to 7,745 in 1995—with about 215 new jobs projected to open up annually because of growth in the food and beverage industry. Many more jobs will open up due to the need to replace the high proportion of waiters and waitresses who leave this occupation each year.

- Most waiters and waitresses are trained on the job. Evening, weekend and part-time work is common—along with split shifts.
- Most waiters and waitresses receive tips that supplement minimum wage earnings.
- A job as a waiter or waitress serves as a source of immediate income, rather than a career, to most people. An experienced worker, however, may move into a supervisory job as a host or hostess, maitre d', or dining room supervisor.

Cooks

Many jobs are projected to open up for cooks each year. Additional jobs will become available each year due to job turnover. The Montana Department of Labor and Industry projections translate to about 170 jobs each year for **restaurant cooks**, 105 each year for **short-order cooks**, and 90 each year for **institution or cafeteria cooks**.

Projections also call for about 95 jobs each year for **combination food preparation and service workers**, and 90 jobs per year for **food preparation workers**.

- Work duties depend on the size and kind of eating place. A cook in a small restaurant may prepare most of the food with the help of short-order cooks and kitchen helpers. Cooks in larger establishments may specialize in a certain kind of cooking—and may plan menus, purchase food supplies and supervise kitchen staff. Cooks often work late evening, holiday and weekend hours. Institutional cooks generally make somewhat higher wages, as do union cooks.
- Mid-range wages average $4 to $6 an hour.
- Some cooks learn basic short-order cooking skills on the job. Some obtain training through cooking programs offered by vocational technical centers in Missoula, Great Falls and Billings. Three-year apprenticeship training programs are also available in Montana.
- Professional chefs may acquire more advanced training offered by culinary institutes, industry associations and trade unions.

Bartenders

Projections call for 150 jobs to open up each year for bartenders.

- Bartenders must be at least 21 years old, and most learn their trade on the job. Evening, weekend and part-time work is common.
- Mid-range wages average $4.50 to $6 an hour. Some bartenders supplement their wages with tips.
- Opportunities for advancement in this occupation are limited, although some bartenders eventually open their own businesses.

SALES OCCUPATIONS

Job openings will be plentiful for **retail salespersons** through 1995 because of the size of the occupation. The **cashier** occupation is the third fastest growing occupation in Montana, and jobs for cashiers will also be in good supply. There should also be a healthy supply of **sales floor stock clerk** jobs.

Retail Salespersons

The retail salesperson occupation will be the occupation with the most annual job openings through 1995 because more Montanans work in this occupation than any other. Employment is projected to grow from 11,085 in 1986 to 12,065 in 1995—with about 605 job openings each year because of industry growth, and retirements and deaths. In addition, about 35 job openings per year are projected for **parts salespersons**. **Travel agents** are projected to gain about 25 jobs each year. These salespersons specialize in planning trips and making travel arrangements.

- Retail salespersons sell merchandise in retail stores. They provide product information, make out sales checks, receive cash payments, give change and receipts, and handle returns and exchanges. Salespersons also may be ex-

pected to stock merchandise, mark price tags, take inventory and prepare displays.

- Mid-range wages average $4 to $6 an hour. Some salespersons receive commissions in addition to their wages.
- Most salespersons are trained on the job. They are often expected to work weekend and evening shifts. Part-time work is frequently available.
- Employees may become buyers, department managers or store managers.

Cashiers

The cashier occupation is projected to be the third most common occupation in Montana by 1995. Employment is expected to grow from 6,400 in 1986 to 7,805 in 1995—with 325 job openings projected for each year through 1995.

- Most cashiers receive money, make change, fill out charge forms and give receipts.
- Cashiers work primarily in grocery stores, gas stations and restaurants, although they are employed in many other businesses as well. Work often involves standing for long periods of time, and additional job duties vary with the place of work. More cashiers work in grocery stores than any other place, and may be required to bag groceries, restock shelves and take inventory. Opportunities are good for part-time work.
- Employers prefer high school graduates. Most training is done on the job, and union cashiers generally make more money.
- Mid-range wages average $3.50 to $5.50 an hour.
- Advancement opportunities are limited.

Sales Floor Stock Clerks

Jobs for sales floor stock clerks are projected to increase from 2,735 in 1986 to 2,980 in 1995—with 140 jobs projected for each year.

- Sales floor stock clerks receive, store and distribute merchandise on sales floors. They stock shelves, racks, cases, bins and tables—and may also mark and inventory merchandise. The job requires lifting objects weighing up to 50 pounds.
- Sales floor stock clerks work in retail trade businesses. Much of their time is spent working in warehouses, stock rooms and storage areas—which may be cold in the winter and hot in the summer. Evening and weekend work may be expected.
- Many employers prefer high school graduates.
- Mid-range wages average $4 to $7 an hour.
- Job skills are generally learned on the job.

- Stock clerks may advance to sales jobs, or become buyers or purchasing agents. In large firms, they may advance to more responsible stock handling positions such as invoice clerk, stock control clerk or procurement clerk. A few become warehouse managers.

CLERICAL OCCUPATIONS

Jobs for **bookkeeping and accounting clerks, secretaries** and **general office clerks** are projected to open up in good numbers each year through 1995. Occupations with smaller numbers of projected annual openings are **accountants and auditors, receptionists and information clerks, hotel desk clerks, postal mail carriers, typists** and **word processors.**

Clerical occupations have been dramatically affected by computerized office automation. Jobs are distributed throughout Montana's industries.

Although clerical occupations should be quite plentiful through 1995, the supply of prospective workers is also quite high. Many Montanans are currently training in the job skills needed for these jobs. Still others already possess the necessary skills, but are not now working in these jobs. Luckily, these occupations employ large numbers of people, and there is fairly high job turnover in entry-level positions.

Bookkeeping and Accounting Clerks

Employment for bookkeeping and accounting clerks is projected to grow from 7,030 in 1986 to 7,520 in 1995—with 310 openings projected for each year through 1995. In addition, projections call for about 45 job openings per year for **billing, cost and rate clerks.**

- Bookkeepers and accounting clerks keep up-to-date records of accounts and business transactions using adding machines, calculators and computers. Some prepare withholding, social security and other tax reports as well as income tax returns. They may also file, answer phones and mail out bills.
- Jobs for bookkeepers and accounting clerks are found throughout Montana's economy, but are concentrated in health service, government, wholesale trade and banking offices.
- Mid-range wages average $5 to $7.50 an hour.
- High school graduates with basic bookkeeping and accounting skills meet minimum occupation requirements. Some employers prefer applicants who have taken advanced accounting courses and who know how to use bookkeeping machines and computers.
- Training is widely available. All the state vocational technical centers offer 4- or 5-quarter programs in accounting and bookkeeping. Two-year degree programs in accounting are available at the College of Great Falls, Flathead Community College and Fort Peck Community College. H & R Block Income

Tax Schools throughout the state offer 12- and 13-week income tax preparation courses.

- Bookkeepers and accounting clerks advance to more responsible assignments as they gain experience. Some may want to work toward a 4-year college accounting degree to become **accountants and auditors**.

Secretaries

Jobs for secretaries are projected to increase from 6,565 in 1986 to 7,470 in 1995—with about 280 jobs forecast to open up each year. In addition, about 50 jobs for **legal secretaries** are projected to become available each year—and about 25 jobs for **medical secretaries**. Job openings for **first-line clerical supervisors** are forecast at 115 per year.

- Secretaries perform a variety of administrative and clerical duties that are necessary to keep an office running smoothly. They schedule appointments, provide information over the phone, file and type. Legal secretaries prepare legal papers and correspondence. Medical secretaries process medical information. Many use personal computers and other automated office equipment.
- Secretaries are employed in all industries, with many working for schools, government, health service facilities, banking, insurance and membership organizations.
- Mid-range wages average $5 to $7.50 an hour, with medical and legal secretaries generally making higher wages.
- High school graduates with basic office skills qualify for many secretarial positions. Word processing experience is often required. Additional secretarial training may lead to better paying jobs, and a variety of training programs are offered in Montana.
- All of Montana's vocational technical centers offer secretarial courses that run from 3 to 6 quarters, and teach skills needed to become general, legal and medical secretaries—as well as administrative assistants. Two-year secretarial science degrees are offered at Western Montana College, Northern Montana College, Eastern Montana College—and most of the state's other community colleges. Some colleges also offer 1-year certificate programs.
- Career advancement can come through promotions to more responsible secretarial positions such as administrative assistant, clerical supervisor and office manager—or by transfer to entry-level management jobs. Secretaries with word processing experience can advance to jobs as word processing trainers and supervisors.
- Some may be interested in the new and growing **paralegal** occupation. This is a small occupation in Montana, but employment is projected to jump from 160 paralegals in 1986 to 265 in 1995—with about 20 projected openings each year. Paralegals complete research and prepare documents for lawyers. Some

paralegals are trained on the job. Two-year paralegal programs are offered by the College of Great Falls and Rocky Mountain College. Mid-range wages average $9 to $12 an hour.

Typists and Word Processors

Employment for typists who use word processing equipment is expected to grow from 555 in 1986 to 655 in 1995—with 30 job openings projected for each year. Overall employment for typists using typewriters is projected to decline, although some jobs will open up each year because of retirements and deaths.

- Typists and word processors use typewriters or word processing equipment to type letters, reports, forms or other copy material from rough draft, corrected copy or dictation recordings. They may also perform other clerical duties. Those typists with word processing skills generally earn more.
- Typists are employed in all industries, but are concentrated in government, health, social services and education.
- Mid-range wages average $5 to $7 an hour.
- Employers generally hire applicants with a high school diploma, or equivalency, who can meet typing speed requirements. More and more employers look for applicants with training or experience on word processing equipment.
- Typing is taught in high schools; and some high schools are beginning to teach word processing. It may be necessary, however, to take some training at a vocational technical training center, a community college or a business school to acquire word processing skills. Traditional typists already working in the labor force are often trained in word processing on the job as office automation occurs.
- Typing and word processing courses are offered by all of Montana's vocational technical centers and community colleges. They are also offered by the Denver Business College of Billings. Training programs range from less than 1 year, to 2 years in length. Most post-secondary typing courses incorporate word processor training.
- Many typists and word processors eventually advance to better-paying clerical jobs.

General Office Clerks

General office clerk positions are projected to increase from 6,335 in 1986 to 6,670 in 1995—with 260 openings projected for each year through 1995. In addition, openings for first-line clerical supervisors are projected at nearly 90 per year. Demand is good for general office clerk positions since job entry requirements are low.

- General office clerks perform a variety of clerical office tasks. Duties vary, but most clerks type, file, and operate calculators and duplicating machines. They may also handle mail, answer telephones and greet the public.

- General office clerks work in all industries, with many concentrated in health services, government, education and banking.
- Mid-range wages average $5 to $7 an hour.
- Most employers prefer applicants who are familiar with office procedures and equipment. Some prefer high school graduates with word processing skills.
- The Great Falls and Billings vocational technical centers offer 3- or 4-quarter programs in general office clerking skills, as do some of the state's community colleges.
- Clerks normally advance to jobs as clerical supervisors, bookkeepers and secretaries.

Receptionists and Information Clerks

Jobs for receptionists and information clerks are projected to grow from 2,060 in 1986 to 2,290 in 1995 – with 75 job openings projected annually. In addition, job openings for **hotel desk clerks** are forecast at 65 per year. Job openings for **switchboard operators** are projected at 25 per year. Switchboard operators operate office switchboards to relay incoming, outgoing and interoffice calls – often acting as receptionists.

- Receptionists and information clerks greet the public, make appointment reservations and answer requests for information in person, and by phone. Some perform general secretarial and bookkeeping duties as well.
- Receptionists and information clerks work in all industries. Many work for doctors, dentists, hospitals and other health industry employers.
- Mid-range wages average $4.50 to $6 an hour.
- Some employers hire people with little experience and train them on the job. Many employers prefer to hire high school graduates who have typing and general office skills. Health industry employers may prefer applicants with knowledge of medical and dental terms.
- Receptionists and information clerks with clerical skills may advance to better-paying positions as secretaries, administrative assistants or bookkeepers.

Postal Mail Carriers

Jobs for postal mail carriers are projected to grow from 625 in 1986 to 675 in 1995 – with projected job openings of 50 each year. Only 10 job openings per year are projected for **postal service clerks**. Interest in these good-paying jobs is strong.

- Postal mail carriers collect and deliver letters and packages along designated routes. They normally spend part of their workday sorting mail for delivery, and part of the day collecting and delivering mail. Postal workers typically begin as part-time employees, and become full-time workers in order of seniority. Workers are trained on the job.

- Postal workers work for the U.S. Postal Service. Nearly all belong to the National Association of Letter Carriers.
- Full-time workers make wages averaging from $10 to $13 an hour.Applicants must be 18 years old and U.S. citizens, or have been granted permanent resident-alien status. They must pass postal service and physical examinations. Each post office ranks applicants according to their postal examination scores. The top 3 applicants are considered as each job opening occurs.
- Carriers obtain preferred mail routes as their seniority increases, or advance to supervisory positions.

EDUCATION OCCUPATIONS

Projections call for 250 openings each year through 1995 for **elementary teachers**, and 150 a year for **secondary teachers**. The availability of education funds will ultimately determine how many teaching positions are filled in Montana, of course. Many of the positions that do open up will be filled by Montanans currently studying to become teachers, and by Montanans with teaching credentials who are not now teaching. Jobs for **paraprofessional teacher aides** are projected to open up at the rate of 145 per year—jobs for **teacher aides and educational assistants** at 60 per year.

Teacher Aides

There are 2 classifications of teacher aides in Montana. Those aides who perform instructional duties or deliver direct services to students are called **paraprofessional teacher aides**. Those who perform clerical duties or supervise students while they study, play or eat lunch are classified as **teacher aides and educational assistants**. Paraprofessional aides generally make more money.

- Mid-range wages average $4 to $5.50 an hour.
- School districts prefer high school graduates with some clerical skills. Teaching experience is also valued.
- A person should find out if any special training is needed before investing time and money in formal training programs.
- Teaching aide positions are attractive to some people because the work year generally corresponds with the school year, and health and pension benefits are often good.

TRANSPORTATION OCCUPATIONS

The transportation occupation with the most attractive prospects for job openings through 1995 is the **truck driver** occupation. Jobs for **school bus drivers** will also be available.

Truck Drivers

The truck driving occupation is projected to be Montana's second most common occupation in 1995. Truck driving employment is expected to grow from 7,315 in 1986

to 8,355 in 1995—with 385 jobs projected to open up each year through 1995. In addition, 20 jobs are estimated to open up each year for **driver-sales workers**, who deliver and sell products over established delivery routes.

- Truck driving jobs can be local driving jobs or long-distance driving jobs. Many local driving jobs involve making pickups and deliveries, and some also include sales responsibilities. Many drivers load and unload their trucks. Other jobs include driving dump trucks, garbage collection trucks and tow trucks.
- Long-distance driving jobs involve hauling goods and materials over long distances using trucks or tractor-trailers. Some long-haul drivers help unload light cargo, but most drivers rest while dock handlers take care of the freight. Drivers take care of truck upkeep and some repairs. Truck driving duties vary with employers and the type of freight, but most drivers are responsible for keeping mileage and financial records.
- Truck drivers work in all industries, with a big majority working for trucking and warehousing firms. Large numbers of truck drivers also work for general contractors; stone, clay and ready-mixed concrete firms; local and state government, and wholesale and retail trade businesses. Some are self-employed.
- Many truckers are members of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America. Others are members of unions that represent the companies for which they work.
- Mid-range wages average $5.50 to $11 an hour.
- Employers look for applicants with truck driving experience. They usually check for traffic or police records. Many prefer applicants who are high school graduates and at least 18 years old. The U.S. Department of Transportation requires that long-distance drivers be at least 21 years old—and pass physical, written and driving examinations.
- Competition is strong for truck driving jobs—especially for higher-paying union jobs. Some truck drivers begin working as dockworkers, loading and unloading freight. They then may be promoted to driving a small truck or van, and can eventually advance to larger and heavier trucks and tractor-trailers.
- Many drivers start as temporary drivers, filling in for drivers who are sick or on vacation. Most driving experience is gained on the job.
- The Missoula Vocational Technical Center offers a 2-quarter truck driving program that prepares students to become long-haul drivers. Also in Missoula, Superior Training Service offers truck driving courses. Formal training may not be necessary, however.

School Bus Drivers

Jobs for school bus drivers are expected to increase from 1,425 in 1986 to 1,695 in 1995—with 110 jobs opening up each year due to growth in school enrollments and retirements and deaths.

- School bus drivers drive children to and from school, stopping frequently to pick up and let off bus riders. Work is almost always part time during the school year. Drivers usually have morning and afternoon routes—with the middle of the day free. Some drivers, though, may have a midday kindergarten route in addition to their other routes. More hours can be gained by taking students on field and athletic trips.
- Mid-range wages average $5 to $8 an hour.
- School bus drivers must be 21 years of age, pass a physical exam and obtain a commercial vehicle operator's license. School districts prefer applicants with good driving records who get along well with children. High school graduates may also be preferred.
- Training is provided by school districts or the private transportation businesses that some school districts contract with for bus service.

CLEANING SERVICE OCCUPATIONS

Jobs for **janitors** and **room cleaners** should be in good supply through 1995. In addition to those jobs becoming available due to industry growth, retirements and deaths, many more jobs should open up because of fairly high job turnover.

Janitors

Jobs for janitors are projected to increase from 5,610 in 1986 to 6,595 in 1995—with nearly 500 jobs projected each year due to industry growth, and retirements and deaths.

- Janitors clean, replenish supplies and sometimes do routine maintenance. Some may also be required to sweep walkways, mow lawns and shovel snow. They must know how to properly use cleaning equipment, tools and materials. Work is physically demanding. Many work evening and weekend hours when buildings are empty.
- Sometimes called custodians, janitors work in all kinds of establishments. Many work for schools, janitorial firms, health service facilities and restaurants. Hotels, real estate firms and stores also employ large numbers of janitors.
- Mid-range wages average $4 to $5.50 an hour.
- No special education is required for most cleaning jobs. Skills are learned on the job. A high school diploma and some plumbing and carpentry experience improve an applicant's chance of employment.

- There aren't many opportunities for advancement. Some janitors eventually go into the maintenance business for themselves.

Room Cleaners

Jobs for room cleaners are forecast to be in good supply through 1995. Jobs should increase from 3,415 in 1986 to 3,855 in 1995—with 185 jobs opening up each year through 1995. In addition, 70 **institutional housekeeper** positions are projected to open up each year. Institutional housekeepers supervise cleaning personnel primarily in hotels, hospitals and educational institutions.

- Room cleaners do daily room cleaning in motels, hotels, resorts, hospitals and nursing homes. They may also be responsible for laundering towels and bed linens.
- Work can be physically demanding, sometimes is scheduled on weekends and holidays, and is often part time. Because of increased tourist activity, extra room cleaning jobs are available during the summer in some areas of the state.
- Mid-range wages average $4 to $5 an hour. Hospital room cleaners usually earn somewhat higher wages.
- Although not required, a high school diploma is always an asset. Cleaning skills are most often learned on the job.
- Chances of advancement are very limited, although some may advance to supervisory positions.

CONSTRUCTION, OPERATING AND MAINTENANCE OCCUPATIONS

The **carpenter** occupation is projected to have the most job openings per year in the construction industry. More modest numbers of jobs will be opening up for **electricians** and **plumbers, pipefitters and steamfitters.**

General utility maintenance repairers jobs will be opening up each year through 1995 in good numbers. Jobs in fewer numbers are forecast for **first-line mechanics and repairers supervisors; automotive mechanics; bus, truck and diesel engine mechanics; mobile heavy equipment mechanics; heating, air conditioning and refrigeration mechanics; operating engineers (heavy equipment operators); grader, dozer and scraper operators,** and **excavation loading machine operators.**

People interested in training for any of these occupations should be aware of the fact that some training programs may be preferable to others. A person's employment chances may be improved if he or she is accepted into an apprenticeship training program that provides on-the-job training—along with classroom instruction—in skilled craft and trade occupations.

Apprenticeship programs are sometimes jointly administered by employers and labor unions. Sometimes they're run only by employers. A designated number of qualified

applicants are accepted into the programs and sign apprenticeship agreements. Competition is sometimes stiff, favoring those applicants with sincere interest in apprenticeship and some knowledge about a particular occupation.

Apprenticeship programs include from 1 to 5 years of training. Apprentices work under skilled craftsmen, known as journeyworkers, to learn the skills of a trade. At least 144 hours of related classroom instruction per year is also included. Some programs use industry-developed classroom instruction materials. Others utilize vocational technical center courses. Some rely heavily on correspondence courses—or training sessions put on by manufacturers.

An apprentice's starting wage is around 50 percent of a journeyworker's wage, and is usually increased every 6 months. Program graduates receive a nationally-recognized Certificate of Completion of Apprenticeship from the Montana Department of Labor and Industry's State Apprenticeship and Training Bureau, which oversees all apprenticeship programs in the state—and welcomes individual requests for information.

Carpenters

Jobs for carpenters are forecast to grow from 2,165 in 1986 to 2,725 in 1995—with projected annual job openings of 145.

- Carpenters build structures—working with wood, concrete, metal and other building materials. They work indoors and outdoors, often in a dirty and noisy environment. This physically-demanding work is most plentiful during the summer months. Carpenters with all-round skills have less trouble working through the winter months on such things as remodeling projects.
- Some carpenters develop specialties in certain areas of construction. Most work for general building contractors, and may alternate between working for a contractor and working as contractors themselves on small jobs. Many are self-employed.
- Mid-range wages average $7.50 to $10.50 an hour, with union carpenters generally averaging $12.50 to $14 an hour.
- Employers look for carpenters with all-round skills. High school graduates with basic math skills are preferred.
- Carpenters learn the skills of their trade in several ways. Some take carpentry courses offered by high schools, vocational technical centers and community colleges in Montana. Some learn on the job. Most training authorities recommend an apprenticeship as the best way to learn carpentry; and a 4-year apprenticeship program is available in Montana.
- Carpenters may advance to supervisory positions. Some become independent contractors. Carpenters who have completed apprenticeship programs are more likely to advance.

Electricians

Jobs for electricians will increase from 1,010 in 1986 to 1,145 in 1995—with about 50 jobs projected to open up each year due to construction industry growth, retirements and deaths.

- Electricians generally specialize in construction or maintenance work, although some do both. Most work in the construction industry.
- In construction work, electricians wire electrical systems and also install coaxial or fiber optic cable for computers and telecommunications equipment.
- In maintenance work, electricians may inspect, maintain and repair electrical equipment in offices and industrial plants. Some work on complex electronic devices.
- Work is physically demanding, and special attention must be paid to following safety procedures.
- Mid-range wages average $13 an hour, with union electricians averaging over $15 an hour.
- Some electricians learn their trade by working with experienced electricians. Most training authorities recommend the completion of a 4-year apprenticeship program, which is available in Montana. Apprenticeship program committees look for high school graduates who have completed at least 1 year of high school algebra.
- Electricians must be licensed in Montana, which requires the completion of a 4-year apprenticeship program or 4 years of practical electrical experience—and passing a written examination.
- Many electricians are members of the International Brotherhood of Electrical Workers or one of the unions organizing maintenance electricians, and find work through union hiring halls.

Plumbers, Pipefitters and Steamfitters

Jobs for plumbers and pipefitters are forecast to increase from 715 in 1986 to 830 in 1995—with 40 jobs projected to open up each year due to industry growth and replacement of workers who have retired or died.

- **Plumbers** build and repair water, waste disposal, drainage and gas systems. They also install plumbing fixtures and appliances such as dishwashers and water heaters. **Pipefitters** build and repair pipe used in manufacturing, the generation of electricity, and the heating, ventilating and air-conditioning of buildings. **Steamfitters** install pipe systems that move liquids or gases under high pressure.

- Most plumbers and pipefitters work for plumbing and mechanical contractors engaged in new construction—or repair, alteration and modernization work. Some plumbers work for public utilities, or are self-employed.
- Mid-range wages average $13 an hour, with union plumbers averaging over $15 an hour.
- Many learn their trade by working for several years with experienced plumbers and pipefitters. Training authorities believe, however, that apprenticeship is the best way to learn these trades; and a 5-year apprenticeship program is available in Montana. Competition for apprenticeship openings is often strong. Applicants must be at least 17 years old, have a high school diploma or equivalency, and score well on an aptitude test.
- Plumbers in Montana must be licensed. Journeyworker plumbers must have completed an apprenticeship program or have 4 years of experience—and must pass written and practical exams.
- Many plumbers and pipefitters are members of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, and find jobs through union hiring halls.
- Some plumbers and pipefitters may become supervisors for mechanical and plumbing contractors. Others go into business for themselves.

Heating, Air-Conditioning and Refrigeration Mechanics

Jobs for heating, air-conditioning and refrigeration mechanics are expected to increase from 375 in 1986 to 440 in 1995—translating to about 35 job openings per year.

- Heating, air-conditioning and refrigeration mechanics install, maintain and repair heating and air-conditioning systems and refrigeration equipment in homes, schools, commercial buildings and factories. They may specialize in installation, or maintenance and repair; and may work only with certain equipment, such as gas furnaces or commercial refrigerators.
- Furnace or heating equipment installers install oil, gas, electric, solid-fuel and multifuel heating systems—which include heating equipment, fuel and water supply lines, air ducts and vents, fans, pumps and other components. They also connect electrical wiring and controls. Some install solar-energy systems.
- Oil burner mechanics keep oil-fired heating systems in good operating condition. Air-conditioning and refrigeration mechanics install and service central air-conditioning systems and refrigeration equipment—working with motors, compressors, condensing units, evaporators and other components.
- Heating, air-conditioning and refrigeration mechanics work primarily for special trade contractors, utilities and sanitary services in Montana.
- Mid-range wages average $9 to $15 an hour.

- This physically-demanding occupation sometimes requires working in buildings that are uncomfortably hot or cold because of malfunctioning heating and cooling equipment—or working outside in cold or hot weather. Work is usually steady throughout the year, though overtime or irregular hours may be required during peak seasons. Some heating, air-conditioning and refrigeration mechanics are members of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry or the Sheet Metal Workers International Association. Those mechanics who work on both heating and air-conditioning equipment frequently receive higher pay.
- It takes 4 or 5 years to learn the many skills required in this occupation. Some mechanics acquire these skills on the job by working with experienced mechanics; and employers look for high school graduates who have completed math, physics, shop, electricity, welding and blueprint reading courses. A 4-year apprenticeship program is also available in Montana. Applicants for jobs as helpers or apprentices may face competition in this good-paying occupation. The Billings Vocational Technical Center offers a 6-quarter program in basic air-conditioning and refrigeration skills.
- Mechanics sometimes advance to positions as supervisors. Some eventually open their own contracting businesses.

General Utility Maintenance Repairers

Jobs for general utility maintenance repairers are projected to grow from 3,305 in 1986 to 3,840 in 1995—with 220 projected job openings per year during that time.

- General utility maintenance repairers are jacks-of-all-trades who keep the machines, mechanical equipment and structures of establishments in repair.
- General utility maintenance repairers repair and maintain machinery; mechanical equipment; and plumbing, electrical, air-conditioning and heating systems. They paint and make building repairs—and also install, maintain and repair specialized equipment and machinery.
- These workers are employed in almost every industry—particularly in real estate, government, health services and education.
- Mid-range wages average $5.50 to $8 an hour.
- This physically-demanding occupation requires knowledge of carpentry, plumbing, mechanics and electrical systems. Repairers may need to work night and weekend shifts, and be on call for emergency repairs.
- It generally takes from 1 to 4 years to become qualified for this occupation, and employers prefer high school graduates. Most general maintenance repairers learn their skills on the job from skilled maintenance workers. Others learn beginning skills in high school shop classes and at vocational technical centers. A 2-year apprenticeship program is also available in Montana.

- Earnings vary depending on years of experience, skill level and place of employment. Some workers are members of unions, including the American Federation of State, County and Municipal Workers. Chances for advancement are limited, although some workers in large organizations may advance to become maintenance supervisors.

Operating Engineers

Jobs for operating engineers are projected to grow from 1,210 in 1986 to 1,375 in 1995 – with 55 job openings estimated for each year. Respectable numbers of jobs will also be opening up for grader, dozer and scraper operators; and excavation and loading machine operators.

- Often referred to as **heavy equipment operators,** operating engineers are skilled at operating several types of heavy construction equipment such as cranes, hoists, derricks, shovels, tractors, bulldozers, compressors and pumps. Hoist and crane operators must be licensed in Montana.
- This outdoor work is physically demanding – and involves long hours at different job sites during mild weather months, and layoffs during winter months. Many operators are members of the International Brotherhood of Operating Engineers.
- Half of the operating engineers in Montana work for local, state and federal government. Many work for general contractors – and others work in oil and gas extraction; nonmetallic mining; special and general building contracting; lumber and wood products; and stone, clay, glass and concrete products industries. Some work for electric, gas and sanitary service establishments.
- Mid-range wages average $12 to $17 an hour.
- Employers look for experienced workers, and generally hire through union hiring halls.
- Some operating engineers learn the trade by beginning as helpers, and then learning from skilled operators how to operate light and heavy equipment. Some vocational technical centers offer short courses in heavy equipment operation.
- Most training authorities recommend apprenticeship as the best way to become an operating engineer; and a 3-year operating engineer apprenticeship program is available in Montana. Apprentices are taught to operate, maintain and repair various types of construction equipment and machinery. In the classroom, they receive instruction in engine operation and repair, cable splicing, hydraulics, welding, and safety and first aid. Applicants for apprenticeship training must be at least 18 years old, and have a high school diploma or equivalency.
- Hoist and crane operators must be licensed in Montana. Requirements include a minimum age of 18 years, experience with equipment in the class

for which licensure is desired, and satisfactory completion of written and physical examinations.

Grader, Dozer and Scraper Operators

Jobs for grader, dozer and scraper operators are projected to increase from 385 in 1986 to 465 in 1995—translating to an estimated 50 annual job openings during this time period. In addition, about 20 jobs per year are projected for **excavation and loading machine operators**.

- Grader, dozer and scraper operators operate power vehicles equipped with blades to remove, distribute, level or grade earth—and remove trees, rocks and debris on building sites.
- This outdoor work is physically tiring, and operators often work in remote locations away from home.
- Many grader, dozer and scraper operators work in the construction industry on highway, dam, airport, and other large-scale construction projects. A sizeable number work in the coal mining industry. Some work in the timber and the stone, clay, glass and concrete industries. Many are members of the International Union of Operating Engineers.
- Mid-range wages average $8 to $15 an hour.
- Many learn their trade by working under the tutelage of trained operators. Some learn beginning skills at vocational training centers. Others complete a 3-year operating engineer apprenticeship program, which is available in Montana.

Automotive Mechanics

Jobs for **automotive mechanics** are projected to increase from 1,730 in 1986 to 1,855 in 1995—translating to 65 projected job openings each year. Many of these jobs will be filled by Montanans already training in auto mechanics. Those who are better trained should have an employment advantage.

- Automotive mechanics repair and service automobiles, small vans and trucks. Vehicles are routinely checked and serviced to prevent problems from occurring. When problems do occur, an accurate diagnosis must be made before making adjustments and repairs.
- Mechanics usually work indoors—often in noisy and exhaust-filled shops. Work is physically demanding, and involves simple tune-ups, repair work, parts replacements and complete engine overhauls and rebuilds. Some mechanics specialize to become tune-up, brake, electrical system, transmission, carburetor, radiator and front-end mechanics.
- Mechanics work for automobile dealers, repair shops, service stations and stores that have automotive service facilities. Some are members of labor unions.

- Mid-range wages average $7 to $12 an hour.
- It usually takes 1 to 2 years of experience to become a service mechanic, and 3 to 4 years to become a journey mechanic. Some people work with experienced mechanics to learn their trade. Programs in automotive mechanics are available at Montana's high schools, vocational technical schools and community colleges.
- Most training authorities recommend a formal training program because automotive technology has become very sophisticated and requires electronic knowledge. Four-year automobile mechanic, and 2-year specialty mechanic apprenticeship programs are available in Montana. Applicants must be 17 years old, have a high school diploma, or equivalency, and a current driver's license.
- Some mechanics eventually open independent repair shops. Others may advance to supervisory positions. Projections call for 50 job openings per year through 1995 for **first line supervisors of mechanics, installers and repairers.**

Bus, Truck and Diesel Engine Mechanics

Jobs for diesel engine mechanics are projected to increase from 1,035 in 1986 to 1,175 in 1995—with 40 jobs estimated to open up each year. In addition, about 30 jobs are projected to open up each year for **mobile heavy equipment mechanics**, 25 percent of whom work in the coal mining industry.

- Diesel mechanics repair and maintain diesel engines that power transportation equipment such as heavy trucks, buses and locomotives—and construction equipment such as bulldozers, cranes and road graders. Some specialize in 1 or 2 types of work—such as transmission, electrical system, suspension, brake system and major engine repair. A small number of diesel mechanics work on diesel-powered automobiles. Diesel mechanics also service other diesel-powered equipment such as compressors, pumps and electric generators.
- Many work for organizations that own fleets of trucks such as trucking, construction and wholesale trade firms. Some work for automobile repair businesses, local government and bus companies. Some are self-employed.
- Mid-range wages average $10 to $14 an hour.
- Diesel mechanics usually work indoors, although they sometimes make repairs on the road. Many are members of labor unions.
- It takes at least 3 to 4 years of on-the-job experience to qualify as an all-round diesel truck or bus mechanic. Additional training may be necessary to specialize in diesel equipment. Most people start as helpers to skilled mechanics and learn the trade in 3 to 4 years. Employers look for applicants who are at least 18 years old, have finished high school, and have good reading skills. A chauffeur's license is needed for test driving trucks and buses.

- Training programs ranging from 1 to 2 years are available at the Helena and Billings vocational technical centers and Northern Montana College. There are also 3- and 4-year apprenticeship programs available in Montana.
- A few mechanics open their own repair shops. Experienced mechanics may advance to supervisory positions. Projections call for 50 job openings each year through 1995 for **first line supervisors of mechanics, installers and repairers.**

PRODUCTION OCCUPATIONS

Production occupations projected to show job growth through 1995 are **bread and pastry bakers, machine bearers and offbearers, butchers and meat cutters**, and **machinists.** Modest numbers of job openings are forecast through 1995 for **welders and cutters,** but these jobs will probably be filled by Montanans already trained as welders.

Bread and Pastry Bakers

Jobs for bread and pastry bakers are expected to increase from 520 in 1986 to 605 in 1995—with 30 jobs projected to open up each year.

- Bread and pastry bakers mix and bake breads, pastries and other baked goods. Some bakers are knowledgeable in all steps of baking. Some specialize in baking one type of product. Wholesale bakers sometimes are involved in a single phase of the process. Schedules may include early morning, night or weekend shifts. Many bakers belong to the Bakery and Confectionery Workers International of America. Union members generally earn higher wages.
- Nearly three-fourths of Montana's bakers work in grocery store bakeries. Many of the others work for restaurants.
- Mid-range wages average $6 to $10 an hour.
- Bakers learn their skills through on-the-job training or a 3-year apprenticeship program available in Montana.

Machine Bearers and Offbearers

Jobs for machine bearers and offbearers are projected to increase slightly from 1,230 in 1986 to 1,280 in 1995—with 30 openings estimated each year.

- Machine bearers and offbearers feed materials into machines, and take the changed products back out of the machines.
- In Montana, 85 percent of machine bearers and offbearers work in the lumber and wood products industry. Some of the others work in Montana's primary metal, printing and publishing, and chemical industries.
- Mid-range wages average $7 to $11.50 an hour.
- Within the wood products industry, machine bearers and offbearers help feed logs and lumber into planers and saws, pull the wood products off of conveyor

belts, and sort products according to grade markings, kinds of wood and size. Lumber mill and plywood plants are dusty and noisy, and this physically-demanding work can also be dangerous. Swing and graveyard shifts are common.

- Applicants must be at least 18 years old. Lumber production jobs are filled by seniority based on experience in the plant. Training is acquired on the job. Union workers generally make higher wages than non-union workers.
- Advancement comes with promotion to more skilled manufacturing jobs.

Butchers and Meat Cutters

Jobs for butchers and meat cutters are expected to grow from 570 in 1986 to 665 in 1995 – translating to 30 projected jobs per year.

- Butchers and meat cutters prepare meat, fish and poultry for wholesale and retail sale, using a variety of cutting and grinding tools. Meat cutters in retail food stores may help customers and stock meat display cases. This physically-tiring occupation requires standing for long periods of time in cold work areas, and strict attention to safety procedures. Union workers generally make higher wages.
- In Montana, more than 8 out of 10 butchers and meat cutters work in grocery store meat departments.
- Mid-range wages average $7 to $10 an hour.
- Butchers learn their trade informally on the job – or through a 3-year apprenticeship program available in Montana.

Machinists

Jobs for machinists are projected to grow slightly from 740 in 1986 to 750 in 1995 – translating to about 25 job openings a year, largely due to retirements and deaths.

- Machinists make meticulously-crafted metal parts using precision machine tools. They understand the working properties of metals, and know how to set up and operate most types of machine tools. They carefully plan and carry out the operations needed to make machined products. They then finish and assemble the pieces. Some do maintenance work, repairing or making new parts for machinery. Some help produce goods that are made in numbers too small to produce with automated machinery.
- Workers must wear protective equipment and pay strict attention to safety practices. They stand most of the day and do some heavy lifting. Many are members of the International Association of Machinists and Aerospace Workers.
- Many Montana machinists work in the railroad industry – and for machinery and repair businesses.
- Mid-range wages average $8 to $13 an hour.

- Vocational technical centers in Butte, Helena and Missoula offer 3- or 5-quarter courses in basic machine tool operation. Northern Montana College offers a 2-year associate program that includes machine tool training. A 4-year machinist apprenticeship program, however, offers the best training for this occupation, and is available in Montana.
- Machinists may eventually become supervisors or open their own businesses.

OTHER OCCUPATIONS

Several other occupations that are projected to have respectable numbers of openings each year through 1995 are **gardeners and groundskeepers, security guards, computer programmers and aides, laundry and dry-cleaning machine operators** and **hairdressers and cosmetologists.**

Gardeners and Groundskeepers

Jobs for gardeners and groundskeepers are forecast to increase from 860 in 1986 to 990 in 1995—with 105 job openings projected for each of those years.

- Groundskeepers and gardeners take care of lawns, shrubs, trees and gardens at parks, building grounds and golf courses. They irrigate, mow lawns, prune trees and shrubs, rake leaves, pick up litter, and apply fertilizers and pesticides.
- In Montana, the majority of groundskeepers and gardeners work for local governments, golf courses and real estate businesses.
- Mid-range wages average $4.50 to $6 an hour.
- This outdoor work is physically demanding, and some layoffs occur during the winter months.
- Employers usually require a high school diploma or equivalency. Training in horticultural techniques and some knowledge of construction to use in simple outdoor building projects increase a person's chance of being employed.
- Most groundskeepers and gardeners learn their trade on the job. A person with some college training is more likely to advance to a supervisory position.

Security Guards

Jobs for security guards are projected to increase from 670 in 1986 to 745 in 1995—with 60 jobs calculated to open up each year through 1995.

- Security guards patrol and inspect property to protect against fire, theft, vandalism and illegal entry. They watch for shoplifters in stores, and maintain order at public gatherings.
- Over one-third of Montana's watch guards work for security firms that provide security services on contract. The rest are in-house guards who work primarily for restaurants and bars, industrial firms, hospitals, schools, government and real estate management companies.

- Mid-range wages average $4 to $6 an hour. In-house security guards generally enjoy higher earnings and benefits.
- Employers look for high school graduates who have good character references and no police record. Many hire applicants with police experience. A driver's license may be required.
- Many security guards learn their job skills on the job. Some guards already have military or local police experience.
- Private security guards working for security firms must be licensed in Montana. Requirements include the completion of a certified private security guard training program, and passing a written exam. Security guards who carry guns must also complete an approved firearms training program, and must renew their firearm registration each year by completing an approved shooting course.
- Guard experience enables some people to attain law enforcement jobs. A few guards open their own contract security guard agencies.

Computer Programmers and Aides

Jobs for computer programmers and aides are projected to increase from 670 in 1986 to 890 in 1995 – translating to 50 projected job openings a year. Many of these openings could be filled by Montanans currently training in computer programming skills.

- **Computer programmers** develop and write computer programs that will enable computers to store, locate and retrieve specific information. **Programmer aides** enter programs, monitor and run computers to process data. They may do simple programming, and are sometimes referred to as computer operators.
- Computer programmers and aides work throughout Montana's industries, with the majority working for businesses, government agencies and educational institutions.
- Mid-range wages for programmers average $9 to $20 an hour. Mid-range wages for aides average $5.50 to $8 an hour.
- Employers look for **programmers** with at least 1 year of formal training – preferably 2. Some want programmers with 4 years of formal training. Employers look for **programmer aides** with some formal computer training beyond high school, although some are willing to train high school graduates who show an aptitude for the work.
- There are many computer training programs available in Montana, ranging from short courses in computer operations offered by vocational technical centers – to graduate degrees in computer science offered by state universities. Some of the vocational technical centers in the state offer 6-quarter programs designed to teach the basics in computer operations. Most of the state's community colleges offer 2-year associate degree programs that

prepare students for entry-level jobs in computer operations and programming. All state and private colleges offer computer programming classes, and most offer 2- or 4-year computer science degree programs. Montana State University and the University of Montana offer graduate degree programs.

- Advancement possibilities are numerous for talented people in the computer field. Computer aides can advance to jobs that entail more programming skills. Skilled computer programmers should be able to advance within their field – especially if they have a college degree in computer science or a related field.

Laundry and Dry-cleaning Machine Operators

Jobs for laundry and dry-cleaning machine operators are calculated to increase from 600 in 1986 to 710 in 1995 – with an average of 50 jobs opening up each year during that time.

- Laundry and dry-cleaning workers mark, sort, clean, press and fold clothing and linens. They remove stains, load and tend washing machines and driers, and operate irons and pressing machines. Work areas may be especially hot during the summer months.
- More work for health service employers and hotels than for private laundry and dry-cleaning businesses.
- Mid-range wages average $4 to $5.50 an hour.
- Laundry and dry-cleaning skills are learned on the job. Employers look for reliable workers who are physically able to do the work.
- Advancement opportunities are very limited. Workers employed in union establishments usually earn somewhat higher wages.

Hairdressers and Cosmetologists

Jobs for hairdressers and cosmetologists are projected to increase from 905 in 1986 to 1,050 in 1995 – with 40 jobs estimated to open up each year. Like all Montana Department of Labor and Industry projections, these forecasts are for wage and salary workers only, and many cosmetologists are self-employed in Montana. Over 5,000 cosmetologists were licensed with the Montana Board of Cosmetology in 1988, indicating that there are many cosmetologists in Montana who are either self-employed – or are not currently working in the cosmetology field. A substantial number of Montanans train for this occupation each year. On the other hand, many workers also leave the occupation each year.

- Cosmetologists are also called hairstylists, beauty operators and beauticians. They shampoo, cut and style hair. They also may color and perm hair, give manicures and facials, and clean and style wigs.
- Cosmetologists work in beauty salons. Part-time jobs are plentiful.

- Earnings are often based on commission and tips—or a combination of commission, hourly wage and tips. Many cosmetologists are self-employed.
- Cosmetologists must complete a state-approved training program and be licensed in cosmetology or manicuring—or both.
- Licensing requirements for cosmetologists call for a minimum age of 18 years, graduation from the eighth grade, graduation from a registered school of cosmetology, and satisfactory completion of written and practical examinations.
- Licensing requirements for manicurists call for a minimum age of 18, a high school diploma or equivalent, graduation from a registered school of manicuring, and satisfactory completion of written and practical examinations.
- Most of the larger cities in Montana have cosmetology schools that offer 1-year programs of study that include hair design, cosmetology and manicuring instruction—and prepare graduates to take the state licensing examinations.
- Cosmetologists advance as they gain experience and build clientele. Many eventually open their own shops.

ANNUAL JOB OPENING PROJECTIONS 1986 - 1995*

*Taken from the Montana Department of Labor and Industry's publication: Montana Industry and Occupational Employment Outlook, 1986-1995.

OCCUPATION	Annual Openings	OCCUPATION	Annual Openings
Retail Salespersons	605	Hotel Desk Clerks	65
Janitors/Cleaners	500	Food Service/Lodging Mgrs.	65
Truck Drivers	385	Security Guards	60
Registered Nurses	385	Teachers Aides	60
Cashiers	325	Social Workers	60
Bookkeepers	310	Operating Engineers	55
General Mgrs./Executives	300	Education Administrators	55
Secretaries	280	Public Administrators	55
Elementary Teachers	270	Physicians/Surgeons	55
General Office Clerks	260	Postal Mail Carriers	50
Maintenance Repairers	220	Computer Programmers/Aides	50
Waiters/Waitresses	215	Electricians	50
Nursing Aides/Orderlies	205	Grader/Dozer/Scraper Opers.	50
Room Cleaners	185	Mechan./Repair Supervisors	50
Restaurant Cooks	170	Legal Secretaries	50
Bartenders	150	Laundry/Drycleaning Opers.	50
Secondary Teachers	150	Insurance Sales Workers	50
Carpenters	145	Librarians	45
Paraprof. Teachers Aides	145	Billing/Cost/Rate Clerks	45
Sales Floor Stock Clerks	140	Home Health Aides	45
Accountants/Auditors	130	Vocational Teachers	45
Sales Supervisors	115	Sewing Machine Operators	45
School Bus Drivers	110	Special Education Teachers	40
Practical Nurses	110	Cosmetologists	40
Fast Food Cooks	105	Diesel Mechanics	40
Gardeners/Groundskeepers	105	Typists	40
Comb. Food Prep./Service	95	Judges/Magistrates	40
Financial Managers	95	Stockroom/Warehouse Clerks	40
Food Preparation Workers	90	Plumbers	40
Clerical Supervisors	90	Heating/Cooling/Refrig.Mechs.	35
Cafeteria Cooks	90	Construction Supervisors	35
Lawyers	75	Parts Salespersons	35
Receptionists	75	Securities Salespersons	35
Sports Instructors/Coaches	75	Construction Managers	35
Housekeeping Supervisors	70	Loan/Credit Clerks	30
Automotive Mechanics	65	Bakers	30

OCCUPATION	Annual Openings	OCCUPATION	Annual Openings
Machine Feeders/Offbearers	30	Excavation Loading Opers.	20
Presch./Kindergarten Teachers	30	Forest/Conservation Wrkrs.	20
Pharmacists	30	Engl./Foreign Lang. Teachers	20
Word Processor Typists	30	Elec. Meter Install./Repairers	20
Civil Engineers	30	Counter/Rental Clerks	20
Assemblers/Fabricators	30	Library Assistants	20
Radiologic Technologists	30	Biological Scientists	20
Postmasters	30	Assessors	20
Butchers/Meat Cutters	30	Inspectors/Testers/Graders	20
Teaching Graduate Assistants	30	Dental Assistants	20
Dining/Bartender Helpers	30	Scientific Prod. Sales Reps.	20
Post Secondary Teachers	30	Bus Drivers	15
Compliance Inspectors	30	Production Supervisors	15
Restaurant/Lounge Hosts	30	Opticians	15
Mobile Heavy Equip. Mechs.	30	Refuse Collectors	15
Insurance Processing Clerks	25	Service Station Attendants	15
Shipping/Receiving Clerks	25	Fallers/Buckers	15
Sheriffs/Deputies/Marshalls	25	Hand Packers/Packagers	15
Medical Secretaries	25	Medical Technologists	15
Health Service Managers	25	Transportation Supervisors	15
Wholesale/Retail Buyers	25	Vocation/Educ. Counselors	15
Recreation Attendants	25	Farm/Home Mgmnt. Advisors	15
Welders/Cutters	25	Child Care Workers	15
Switchboard Operators	25	Surveying/Mapping Techs.	15
Dentists	25	Electrical/Electronic Techs.	15
Crushing/Mixing Mach. Opers.	25	Physical Scientists	15
Highway Maintenance Workers	25	Life Science Teachers	15
Computer Operators	25	Psychiatric Aides	15
Purchasing Agents	25	Court Clerks	15
Machinists	25	Architects	15
Tellers	25	Engineering Techs.	15
Advertising Sales Agents	25	New Accounts Clerks	15
Police Patrol Officers	25	Pilots/Flight Engineers	15
Travel Agents	25	Medical Assistants	15
Reservation/Ticket Agents	20	Respiratory Therapists	15
Driver/Sales Workers	20	Powerline Install./Repairers	15
Correction Officers/Jailers	20	Precision Instrument Repairers	15
Auto Body Repairers	20	Carpenter Helpers	15
Paralegals	20	Fire Fighters	15
Marketing/Advertising Mgrs.	20	Counter Attendants	15
Writers/Editors	20	Electrical Engineers	15
Tire Repairers/Changers	20	Geologists/Geophysicists	15
Administrative Services Mgrs.	20	Purchasing Managers	15
Credit Analysts	20	Reporters	15

USEFUL CAREER REFERENCE MATERIALS

Licensed Occupations in Montana: A directory of occupations that are licensed, registered, or certified by the State of Montana or the U.S. Government. Compiled by the Montana Career Information System and the Montana State Occupational Information Coordinating Committee, and published by the Montana Department of Labor and Industry's Research and Analysis Bureau; P.O. Box 1728; Helena, Montana; (406) 444-2430.

Military Career Guide: Describes enlisted and officer occupations available in the U.S. Army, Navy, Air Force, Marine Corps and Coast Guard – and the job training provided. Includes information on corresponding civilian occupations. Can usually be found in school counseling offices or libraries. Published by the U.S. Department of Defense.

Montana Annual Planning Information: Provides data on the state's labor force, describes the past year in Montana, and presents industry and occupation projections. Published each year by the Montana Department of Labor and Industry's Research and Analysis Bureau; P.O. Box 1728; Helena, Montana; (406) 444-2430.

Montana Apprenticeable Occupations: Provides information about apprenticeship programs available in Montana. Can usually be found at Job Service offices and school counseling offices and libraries. Produced by the Montana State Occupational Information coordinating Committee, and published by the Montana Department of Labor and Industry's Research and Analysis Bureau; P.O. Box 1728; Helena, Montana 59624; (406) 444-2430.

Montana Industry and Occupational Employment Outlook, 1986 - 1995: Provides industry and occupational employment trend projections, listing projections for many Montana occupations. Published by the Montana Department of Labor and Industry's Research and Analysis Bureau; P.O. Box 1728; Helena, Montana 59624; (406) 444-2430.

Montana Occupations, Montana Programs of Study and Training, and Montana Schools: Information included in these three publications provides continually-updated information on occupations, programs of study and training available, and Montana schools providing career training. Compiled by the Montana Career Information System as a career counseling resource. Also available on microcomputers, this reference information can be found at Montana schools, colleges and state agencies. For more information, contact the Montana Career Information System; 1115 N. Roberts; Helena, Montana 59601; (406) 442-5535.

Montana Supply/Demand Report: Contains up-to-date information on state job opening projections and the numbers of people who have recently completed occupational training offered by Montana schools and job training programs. Published annually by the Montana State Occupational Information Coordinating Committee. Usually found at state Job Service offices, vocational technical centers, high schools and colleges. Published annually by the Montana State Occupational Information Coordinating Committee; Montana Department of Labor and Industry's Research and Analysis Bureau; P.O. Box 1728; Helena, Montana 59624; (406) 444-2430.

Montana Workforce to the Year 2000: Provides projections about Montana's population, workforce and employment changes—and compares them with national trends. Published by the Montana Department of Labor and Industry's Research and Analysis Bureau; P.O. Box 1728; Helena, Montana 59624; (406) 444-2430.

Occupational Outlook Handbook: Provides comprehensive information about job duties, working conditions, education and training requirements, advancement possibilities, job outlook, earnings and expected job prospects for about 200 occupations. Can be found in many high school counseling offices or libraries, and in many public libraries. Revised every two years, and published by the U.S. Department of Labor's Bureau of Labor Statistics. Can be ordered through the Superintendent of Documents; U.S. Government Printing Office; Washington, D.C. 20402.

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